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ABSTRACT

This publication consists of job task analyses for jobs in textile manufacturing. Information provided for each job in the greige and finishing plants includes job title, job purpose, and job duties with related educational objectives, curriculum, assessment, and outcome. These job titles are included: yarn manufacturing head overhauler, yarn manufacturing overhauler helper, yarn manufacturing fixer, spinner, warper tender, section leader, cloth grader, frame servicer, lift truck operator, size mixer, harness builders, slasher tender, card tender, stock feeder, drawing tender, rover tender, material hauler, graphic artist, finished cloth grader, single double operator, inspection machine operator's helper, roll wrapper, base chemical mixer, screen repair technician, color formulator, color handler, shrink operator, steam frame operator, napper operator, finisher technician, plant clerk, forklift operator, range operator, delivery operator, entry operator, dye range operator, dye/range delivery, dye pad operator, instrument technician, electrician, analyst planner, technician, mechanic, utility cleaner, floor cleaner operator, plant technician II, tenter finishing inspector, finishing range operator, calendar operator, finishing delivery, dye weigher/mixer, loom fixer, weaver, filling creeler, loom winder fixer, tying-in machine operator/fixer, loom set-up changer, oiler, cloth doffer, loom cleaner, warp services, steam range operator, delivery--steam range, inspector--steam range, and chemical mixer. (YLB)

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JOB TASK ANALYSIS

National Workplace Literacy Demonstration Project
award #V198A20218-92

Clemson University

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GREIGE PLANT
(O.E. Spinning Department)

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Job Title: Yarn Manufacturing Head Overhauler
Job Purpose: to maintain open end spinning frames in good mechanical condition by performing periodic maintenance

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Fre-quency	Skill Value
Organize and assign all maintenance duties of overhaulers	Clear oral communication. Time management. Decision making. Sequencing/prioritizing. Corrective actions.	Comm. materials	Survey	IEP				
Assist overhaulers and fixer with any major problems on their assigned machines	Read and summarize JSA. Determine extent of damage. Interpreting drawings of objects for repair. Follows procedural directions. Decision making. Sequencing steps.	MSDS Program	Quiz	IEP				
Perform weekly check on pieces for any functional problems	Know technical vocabulary . Sequencing steps. Follow sequential, procedural directions. Interpret drawings of objects for repair. Reading machine guages and measuring tools. Determining defects. Correcting errors in machine settings. Read and summarize JSA. Calculator skills.	Text Disc Problem Solving Problem Solving	Text Disc Survey Survey	IEP IEP IEP				
Perform hourly maintenance as scheduled such as 1500, 3000, 6000 hours etc. and log in book. Assist and check each overhauler with hourly maintenance	Read and summarize JSA. Record information accurately. Clear oral communication.	MSDS Program Text Disc Comm. materials	Quiz Text Disc Survey	IEP IEP IEP				

Job Title: Yarn Manufacturing Head Overhauler

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Fre- que lcy</u>	<u>Skill Value</u>
Maintain cleanliness in storage areas by assigning areas to overhaulers and assisting them	Read and summarize JSA. Organizing/prioritizing. Clear oral communication. Know technical vocabulary.	MSDS Program Problem Solving Comm. Materials Text Disc	Quiz Survey Survey Text Disc	IEP IEP IEP IEP				
Lot change duties consist of assigning each overhauler designated component changes.	Read and summarize JSA. Know technical vocabulary. Troubleshooting.	MSDS Program Text Disc Problem Solving	Quiz Text Disc Survey	IEP IEP IEP				
Changing gears, checking pulleys and belts, repairing flags when machine is down, set up entire machine for new yarn to be spun, run sample and turn in check sheet	Organization/time management. Clear oral communication. Signal interpretation. Record information accurately. Set and correct errors in machine settings Interpret drawings of objects for assembly, disassembly, and repair.	Comm. Materials	Survey	IEP				
	Follows sequential, procedural directions.	Text Disc	Text Disc	IEP				
	Sequences steps. $+-\cdot$ in a formula.	Problem Solving Text Disc	Survey Text Disc	IEP IEP				
	Locate multi-variable information on chart.							
	12+ reading skills. Calculator skills.	Text Disc Text Disc	Text Disc Text Disc	IEP IEP				
Perform any other duties as prescribed by supervisor	Clear oral communication. Know technical vocabulary. Time management.	Comm. Materials Text Disc	Survey Text Disc	IEP IEP				

Job Title: Yarn Manufacturing Overhauler
Job Purpose: to maintain open end spinning frames in good mechanical condition by performing periodic maintenance

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Frequency</u>	<u>Skill Value</u>
Perform weekly maintenance on Read and summarize JSA. assigned machines according to the Schlaflhorst manual	Interpret drawings of objects for repair.	MSDS Program	Quiz	IEP				
	Time management.							
	Know technical vocabulary.	Text Disc		Text Disc	IEP			
	Read lists.	Text Disc		Text Disc	IEP			
	Determine defects.	Problem Solving		Survey	IEP			
	Follow sequential, procedural directions	Text Disc		Text Disc	IEP			
	Sequence steps.	Problem Solving		Survey	IEP			
	Decision making.	Problem Solving		Survey	IEP			
	same as above							
Perform preventative maintenance overhauling as scheduled conforming to Schlaflhorst's check sheet and West Point Pepperell's overhauling worksheet 308-IP	Enter information appropriately on forms.	Text Disc		Text Disc	IEP			
	Follow procedural directions	Text Disc		Text Disc	IEP			
	Sequence steps.	Problem Solving		Survey	IEP			
	Decision making.	Problem Solving		Survey	IEP			
Perform lubrication and oil change at designated intervals	Read and summarize JSA.	MSDS Program	Quiz	IEP				
	Follow sequential, procedural directions.	Problem Solving	Survey	IEP				
	Time management.							
	Interpret drawings of objects for maintenance.							
Replace parts as needed due to normal wear during preventative maintenance checks	Read and summarize JSA.	MSDS Program	Quiz	IEP				
	Decision making skills.	Problem Solving	Survey	IEP				
	Follow sequential, procedural directions.	Text Disc	Text Disc	IEP				

Job Title: Yarn Manufacturing Overhauled (continued)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Fre-quency	Skill Value
Change out parts and stock when making a lot change	Read and summarize JSA. Follow sequential, procedural directions. Clear oral communication. Decision making skills. Know technical vocabulary. Interpret drawings of objects for assembly.	MSDS Program Problem Solving	Quiz Survey	IEP IEP				
Clean overhead with vacuum cleaner including air conditioning grills and any unsightly waste accumulations	Read and summarize JSA. Procedure/sequence. Decision making skills. Time management.	MSDS Program Problem Solving Problem Solving	Quiz Survey Survey	IEP IEP IEP				
Have all repairs completed before start up to return machines to full production	Read and summarize JSA. Time management. Clear oral communication	MSDS Program Comm. Materials	Quiz Survey	IEP IEP				
Perform any other duties as prescribed by supervisor	Clear oral communication. Know technical vocabulary. Follow sequential, procedural directions.	Comm. Materials Text Disc Text Disc	Survey Text Disc Text Disc	IEP IEP IEP				

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Frequency</u>	<u>Skill Value</u>
Keep oil room clean of all petroleum residue	Read and summarize JSA. Read MSDS sheets.	MSDS Program MSDS Program	Quiz Quiz	IEP IEP				
Keep parts room clean and straight	Read and summarize JSA. Time management. Categorization.	MSDS Program	Quiz	IEP				
Assist overhaulers when needed	Read and summarize JSA. Clear oral communication. Follow sequential, procedural directions. Read and interpret drawings for assembly and repair. Time management.	MSDS Program Comm. Materials Text Disc	Quiz Survey Text Disc	IEP IEP IEP				
assist department if needed with any current task	Read and summarize JSA. Clear oral communication. Problem solving skills. Follow sequential, procedural directions. Time management skills.	MSDS Program Comm. Materials Problem Solving Text Disc	Quiz Survey Survey Text Disc	IEP IEP IEP IEP				
Assist in start-up after shut-down	Read and summarize JSA. Clear oral communication. Problem solving skills. Follow sequential, procedural directions.	MSDS Program Comm. Materials Problem Solving Text Disc	Quiz Survey Survey Text Disc	IEP IEP IEP IEP				
Perform any other duties as prescribed by supervisor	Clear oral communication. Read and summarize JSA.	Comm. Materials MSDS Program	Survey Quiz	IEP IEP				

Job Title: Yarn Manufacturing Fixer
Job Purpose: To maintain open end spinning frames in good maximum condition to achieve maximum efficiency

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Fre. que</u>	<u>Skil</u>	<u>Value</u>	<u>To</u>
perform shift preventative maintenance checks under normal conditions by cleaning out waste chambers and checking vacuum guages	Read and summarize JSA. Time management skills. Read guages. Procedure/sequencing. Read Schiathorst manual. Clear oral communication.	MSDS Program	Quiz	IEP						
Under shift adverse conditions, also vacuum and clean 12 spin boxes per minute ; including piecer hole, rotor, opening roll, navel and face plate	Read and summarize JSA. Clear oral communication. Follow sequential directions. Read Schiathorst manual.	Problem Solving Text Disc Comm. Materials	Survey Text Disc Survey	IEP IEP IEP						
Perform daily piecer checks according to preventative maintenance booklet	Read and summarize JSA. Read maintenance booklet. Follow sequential, procedural directions.	MSDS Program Text Disc Text Disc	Quiz Text Disc Text Disc	IEP IEP IEP						
	Time management skills. Enter information appropriately on forms.	Text Disc	Text Disc	IEP						
Perform daily machine checks according to preventative maintenance booklet	Read and summarize JSA. Read maintenance booklet. Follow sequential, procedural directions.	MSDS Program Text Disc Problem Solving	Quiz Text Disc Survey	IEP IEP IEP						
	Time management skills. Enter information appropriately on forms.	Text Disc	Text Disc	IEP						

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Fre- que- cy	Skill Value
Repair all flags and breakdowns as required	Read and summarize JSA. Clear oral communication. Read Schlaflhorst manual. Read MSDS sheets. Time management skills. Signal interpretation.	MSDS Program Comm. Materials Text Disc MSDS Program	Quiz Survey Text Disc Quiz	IEP IEP IEP IEP				
Perform any other duties as required by supervisor	Read and summarize JSA. Clear oral communication. Follow sequential, procedural directions. Know technical vocabulary.	MSDS Program Comm. Materials Problem Solving	Quiz Survey Survey	IEP IEP IEP				
		Text Disc	Text Disc	IEP				

Job Title: O.E. Spinner
Job Purpose: convert drawing silver into spun yarn that is wound onto a cone for filling or warp

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Fre-quency</u>	<u>Skill Value</u>
Patrol frames in a manner to obtain maximum efficiency	Read and summarize JSA. Time management skills. Signal interpretation. Follow sequential, procedural directions. Clear oral communication. Decision making skills.	MSDS Program	Quiz	IEP				
repair any red lights	Read and summarize JSA. Signal interpretation. Time management skills. Clear oral communication. Following sequential, procedural directions.	Text Disc	Text Disc	IEP				
doff cones when necessary	Read and summarize JSA. Time management. Clear oral communication. Sequencing skills.	MSDS Program	Quiz	IEP				
reel 25.5 pound sliver cans under front of frame	Read and summarize JSA. Time management skills. Follow sequential, procedural directions.	MSDS Program	Quiz	IEP				
reel empty cones onto plastic pegs prior to starter making station	Read and summarize JSA. Time management skills. Decision making skills. Follow sequential, procedural directions.	MSDS Program	Quiz	IEP				

O.E. Spinner (con't)	Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Fre-quency	Skill Value
	Patrol assigned rotors on assigned schedule	Read and summarize JSA. Enter information appropriately on forms.	MSDS Program Text Disc	Quiz Text Disc	IEP IEP				
		Clear oral communication. Time management skills.							
	empty pneumatic waste on assigned schedule	Time management skills.							
	Report machinery malfunctions to fixer	Clear oral communication. Signal interpretation.	Comm. Materials	Survey	IEP				
	Perform any other duties as prescribed by Supervisor.	Clear oral communication.	Comm. Materials	Survey	IEP				

Job Title: Warper Tender
Job Purpose: to remove yarn from an 8 pound yarn package and wind onto a section beam

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Fre- quency	Skill Value
Determine # of pkgs. to be creelied & creel warper	Know technical vocabulary. Read and summarize JSA. Time management skills. Follow sequential, procedural directions.	Text Disc MSDS Program	Text Disc Quiz	IEP IEP	IEP			
	Clear oral communication. Decision making skills. Cooperation skills. Color coding. Whole number addition, subtraction, multiplication.\	Text Disc	Text Disc	IEP				
	Problem solving skills. Time management skills. Planning.	Comm. Materials Problem Solving Problem Solving	Survey Survey Survey	IEP IEP IEP				
Ready creel, gather & pull ends to front of warper.	Clear oral communication. Team skills. Know technical vocabulary. Whole number addition. Whole number subtraction.	Text Disc Text Disc Text Disc	Text Disc	IEP				
	Read and summarize JSA. Cause & effect. Sequencing skills. Whole number addition. Whole number subtraction.	MSDS Program Problem Solving Problem Solving Text Disc Text Disc	Quiz Survey Survey Text Disc Text Disc	IEP IEP IEP IEP IEP				
Set ends in guide bar & comb as needed for set								

Warper Tender (continued)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Fre. quency	Skill value
Repair end breaks at front of warper and at creel.	Time management skills. Sequencing skills. Signal interpretation. Decision making skills. Whole number addition Whole number subtraction. Interpretation of cause. Know technical vocabulary. Form completion (documentation). Read and summarize JSA.	Problem Solving Problem Solving	Survey Survey	IEP IEP				
Replace package if need be when repairing a creel break.	Time management skills. Decision-making skills.	Problem Solving	Survey	IEP				
Record all information for beam (# ends, # yards, #breaks, etc.)	Clear written communication. Instrument reading. Whole number addition. Whole number subtraction. Know technical vocabulary.	Comm. Materials	Survey	IEP				
Report any problems to fixer or supervisor.	Decision making skills. Clear oral communication.	Problem Solving Comm. Materials	Survey Survey	IEP IEP				
Blow off warper & creel	Time management skills. Read and summarize JSA. Sequencing skills.	MSDS Program Problem Solving	Quiz Survey	IEP IEP				
Aside any waste made.	Time management skills. Read and summarize JSA.	MSDS Program	Quiz	IEP				

Warper Tender (continued)

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Fre-quency</u>	<u>Skill Value</u>
Maintain the expected work performance level of the assigned job.	Cooperation. Clear oral communication. Time management skills. Problem solving skills.	Comm. Materials Comm. Materials Problem Solving	Survey Survey Survey	IEP IEP IEP				

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**GREIGE PLANT
(Cloth Room)**

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Job Title: Section Leader SAME AS SUPERVISOR--DO NOT DO

Job Purpose: To coordinate production flow of all cloth inspection frames.

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task#</u>	<u>Fre-quency</u>	<u>Skill Value</u>
Perform all section leader supervisory duties.								
Assist other employees as required.								
Collect all cloth graders' defect tickets and carry to office.								
Collect cloth grader production reports.								
Calculate total shift production.								
Perform minor maintenance on machine as required.								
Re-inspect cloth rolls on a random basis.								
Perform any other duties as required by supervisor.								

Job Title: Cloth Grader (11-1351)

Job Purpose: Inspect cloth, remove all possible defects, sew seams as needed.

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task#</u>	<u>Frequency</u>	<u>Skill Value</u>
Remove thin places and sew seams.	Compare/contrast Classify, decision making	Problem Solving Problem Solving	Survey Survey	Survey	IEP IEP			
Repair all possible defects in cloth.	Measurement, subtraction	Text Disc	Text Disc	Text Disc	IEP			
Measure and record cloth width.								
Check and record pick count.	Measure (using ruler, reading graph)							
Stamp both sides of seams with plant stamp.	Sequence	Problem Solving	Survey	Survey	IEP			
Record defects on defect slip.	Classify/reading form/writing	Text Disc	Text Disc	Text Disc	IEP			
Record yardage, seams, and thin places.	Sequence, addition, accuracy	Text Disc	Text Disc	Text Disc	IEP			
Assist in threading frame.								
Remove strings from selvage with scissors or ships.								
Check cloth wind on inspected roll.	Sequence	Problem Solving	Survey	Survey	IEP			
Complete Production Report.	Accurate recording of info on form.	Text Disc	Text Disc	Text Disc	IEP			

Job Title: Frame Servicer

Job Purpose: Creel loom rolls onto inspection frames as needed by graders and remove inspected rolls of cloth from inspection frame.

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task#	Fre- quency	Skill Value
Transport 500 lb cloth rolls to inspection area with electric hoist.	Sequence Following directions.	Problem Solving Problem Solving	Survey Survey	IEP IEP				
Assist grader in threading inspection frame.	Communication	Comm. Materials	Survey	IEP				
Doff piece rolls from inspection frames.	Sequence	Problem Solving	Survey	IEP				
Creel piece rolls onto inspection frames.	Sequence	Problem Solving	Survey	IEP				
Single cloth roll selvages with hand torch as needed.								
Collect cloth remnants from grading frames once per shift.								
Replace fuel canisters on torches as needed.								
Sweep cloth inspection area once per shift.								
Doff inspected rolls of cloth from grader frames as needed.								

Job Title: Lift truck Operator (11-1330)
Job Purpose: Transport all graded rolls to truck

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task#</u>	<u>Fre-quency</u>	<u>Skill Value</u>
Transport 2,000 lb cloth rolls to scales with electric hoist.	Classifying, rounding, addition	Text Disc	Text Disc	IEP				
Weigh cloth rolls, key data into computer and print cloth ticket.	Keyboarding	Text Disc	Text Disc	IEP				
	Estimation	Text Disc	Text Disc	IEP				
	Reading	Text Disc	Text Disc	IEP				
	Sequencing	Problem Solving	Survey	IEP				
	Problem-solving	Problem Solving	Survey	IEP				
	Cause and effect	Problem Solving	Survey	IEP				
Attach cloth ticket, wrap roll with plastic.	Comparison	Problem Solving	Survey	IEP				
Uses lift truck to load cloth rolls on truck at cloth room.								
Changes LP gas tank on lift truck when necessary.								
Blows off lift truck.								

GREIGE PLANT
(Slashing Department)

Job Title: Section Leader--same as Super--do not do

Job Purpose: To coordinate production flow of all slashers.

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Fre. que icy</u>	<u>Skill Value</u>
To coordinate production flow of all slashers as to quantity, quality, waste and maintenance.								
Assist in creeling, doffing, leasing, laying in ends and cleaning.								
Perform any other duties as prescribed by supervisor.								

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Job Title: Size Mixer
Job Purpose: To help slasher operator with slasher duties.

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Fre-quency	Skill Value
Remove empty section beams from creel, using a hoist.	Read and summarize JSA. Clear oral communication. Follow sequential, procedural directions.	MSDS Program Comm. Materials Text Disc	Quiz Survey Text Disc	IEP IEP IEP				
Take empty section beams to warper beam storage, using a hoist.	Read and summarize JSA. Time management skills.	MSDS Program Text Disc	Quiz	IEP				
Creel full section beams into creel, using a hoist.	Read and summarize JSA. Follow sequential, procedural directions. Know technical vocabulary. Cause and effect.	MSDS Program Text Disc Problem Solving	Quiz Text Disc Survey	IEP IEP IEP				
Help slasher operator with lay in duties of style.								
Help doff and take loom beams to storage area, using a hoist.	Read and summarize JSA. Communicate with slasher tender. Follow sequential, procedural directions. Cause and effect.	MSDS Program Comm. Mat. Text Disc	Quiz Survey Text Disc	IEP IEP IEP				
Help measure width and prepare loom beams.		Problem Solving	Survey	IEP				

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Size Mixer (continued)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Fre-quency	Skill value
Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Fre-quency	Skill value
Climb steps and check size kettle level.	Read and summarize JSA.	MSDS Program	Quiz	IEP				
Check solids.	Read and summarize JSA.	MSDS Program	Quiz	IEP				
Transfer size to storage kettle.	Read and summarize JSA.	MSDS Program	Quiz	IEP				
Cook new batch of size (avg. every 2 hours).	Read and summarize JSA.	MSDS Program	Quiz	IEP				
Help blow off slasher and clean area.	Read and summarize JSA. Communicate with tender. Time management skills.	MSDS Program Comm. Materials	Quiz Survey	IEP IEP				
Clean and wash down slasher.	Read and summarize JSA. Time management skills.	MSDS Program	Quiz	IEP				
Cut, aside, weight and record waste.	Read and summarize JSA. Weigh and record scale measurement.	MSDS Program	Quiz	IEP				
Take inventory of full section beams.	Count and add whole numbers. Text Disc	Text Disc		IEP				
Maintain the work performance level expected of the assigned job.	Read and summarize JSA. Cause and effect. Time management skills.	MSDS Program Problem Solving	Quiz Survey	IEP IEP				

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Job Title: Harness Builders
Job Purpose: To draw ends on slasher beams into harness drive setup ready to set in a weaving loom.

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Fre. quency</u>	<u>Duty Task #</u>	<u>Fre. quency</u>	<u>Skills Value</u>
Clean harness with Kermac-140 cleaner.	Read and summarize JSA. Read and summarize MSDS.	MSDS Program	Quiz	IEP	IEP			
	Read and summarize JSA.	MSDS Program	Quiz	IEP	IEP			
	Read and summarize JSA.	MSDS Program	Quiz	IEP	IEP			
Build harness, dropwire and reed setup.	Read and summarize JSA.	MSDS Program	Quiz	IEP	IEP			
Place finished warp and harness/dropwire setup onto warp truck.	Read and summarize JSA.	MSDS Program	Quiz	IEP	IEP			
Repair any damaged reeds in the weave room.	Read and summarize JSA. Follow sequential, procedural directions.	MSDS Program Text Disc	Quiz Text Disc	IEP IEP	IEP			
	Communicate with loom tender.	Comm. Materials	Survey	IEP				
Keep work area clean.	Read and summarize JSA.	MSDS Program	Quiz	IEP	IEP			
Maintain the work performance level expected of the assigned job.	Read and summarize JSA. Communicate with loom tenders. Cause and effect. Time management skills.	MSDS Program Comm. Materials Survey Problem Solving Survey	Quiz Survey	IEP IEP IEP	IEP			

<u>Job Title:</u> Slasher Tender	<u>Job Purpose:</u> To wind yard off of section beams onto loom beams and add size to yarn	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Fre. quency</u>	<u>Skill Value</u>
Job Duties Help reel section beams into creek racks, using a hoist.		Read and summarize JSA. Clear oral communication. Time management skills.	MSDS Program Comm. Materials	Quiz Survey	IEP IEP				
Help pull ends from creek to front of slasher.		Read and summarize JSA. Clear oral communication. Follow sequential, procedural directions.	MSDS Program Comm. Materials Text Disc	Quiz Survey Text Disc	IEP IEP IEP				
Help place all lease strings and tape on section beams. Help place separation and tension bars at front of slasher.		Read and summarize JSA. Clear oral communication. Follow sequential, procedural directions.	MSDS Program Comm. Materials Text Disc	Quiz Survey Text Disc	IEP IEP IEP				
Measure and set loom beams to proper width.	Standard Measurement.								
Make necessary adjustments to slasher (beams, rolls, values, etc.)									
Change pressure roll as needed for style.	Read and summarize JSA.	MSDS Program	Quiz	IEP					
Laying-in of style.									
Repair all end breaks or laps at front of slasher.	Read and summarize JSA. Count whole numbers. Follow sequential, procedural directions.	MSDS Program Text Disc Text Disc	Quiz Text Disc Text Disc	IEP IEP IEP					

Slasher Tender (continued)

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Fre. quency</u>	<u>Skill Value</u>
Help doff full loom beams, using a hoist.	Read and summarize JSA. Clear oral communication. Follow sequential, procedural directions. Cause and effect.	MSDS Program Comm. Materials Text Disc	Quiz Survey Text Disc	IEP IEP IEP				
Help blow off slasher and clean area.	Read and summarize JSA. Time management skills.	MSDS Program	Quiz	IEP				
Cut off waste from beams.	Read and summarize JSA.	MSDS Program	Quiz	IEP				
Maintain the expected work performance level of the assigned job.	Read and summarize JSA. Time management skills. Cause and effect. Problem solving skills. Apply preventive measures prior to task to minimize problems. Know technical vocabulary.	MSDS Program Problem Solving Problem Solving Problem Solving	Quiz Survey Survey Survey	IEP IEP IEP IEP				
		Text Disc	Text Disc	IEP				

GREIGE PLANT
(Carding Department)

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Job Title: Card Tender

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task#	Frequency	Skills
Piece silver breaks	Read and summarize JSA. Following Sequential Directions.	Reading Materials Math Materials	Quiz Locator/Quiz	IEP IEP				
Watch stock coming into cards and inform the fixer or supervisor if the stock is getting low. Slow cards down if levels get too low.	Read and summarize JSA. Clear oral communication. Know technical vocabulary.	Reading Materials MSDS Program Communication Materials Reading Materials Vocabulary Program	Quiz	IEP				
Doff cards.	Read and summarize JSA.	Reading Materials Math Materials	Survey Quiz 25 Word Test	IEP 24/25				
Tend cards in order to maintain maximum efficiency.	Read and summarize JSA. Problem Solving. Signal Interpretation. Time management. Clear oral communication.	Reading Materials Problem Solving Materials	Quiz Survey	IEP				
Transport full cans to the edge of the spare floor at cards.	Read and summarize JSA.	Communication Materials	Survey	IEP				
Perform scheduled cleaning.	Read and summarize JSA. Read (and enter ?) proper information on a checklist. Know technical vocabulary.	Reading Materials MSDS Program Reading Materials Vocabulary Program Reading Materials MSDS Program	Quiz Quiz Quiz 25 Word Test Quiz	IEP IEP IEP 24/25 IEP				
Report failures to the card fixer so it may be repaired.	Clear oral communication. Problem Solving. Know technical vocabulary.	Communication Materials Problem Solving Materials Reading Materials Vocabulary Program	Survey Survey Quiz 25 Word Test	IEP IEP IEP 24/2				

<u>Card</u>	<u>Tender--cont.</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Crit.</u>	<u>Duty Rating</u>	<u>Task#</u>	<u>Fre- quency</u>	<u>Skill value</u>
	<u>Job Duties</u> Stopping and starting cards due to a malfunction of flock feeders on the blending reserve.	Read and summarize JSA. Following Sequential Directions. Know technical vocabulary. Problem solving.	Reading Materials MSDS Program Math Materials Reading Materials Vocabulary Program Reading Materials	Quiz IEP Locator/Quiz Quiz 25 Word Test Quiz			IEP	IEP	IEP

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<u>Job Title: Stock Feeder</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task#</u>	<u>Frequency</u>	<u>Skills Value</u>
<u>Job Duties</u> Open polyester bales.	Read and summarize JSA.	Reading Materials MSDS Program	Quiz	IEP				
Feed polyester into hoppers.	Read and summarize JSA. Follow sequential, procedural directions.	Reading Materials MSDS Program Math Materials	Quiz Locator/Quiz	IEP				
Push box of bands to dock.	Read and summarize JSA.	Reading Materials MSDS Program	Quiz	IEP				
Feed waste picker with waste sliver and roving.	Read and summarize JSA. Following sequential, procedural directions.	Reading Materials MSDS Program Math Materials	Quiz Locator Quiz	IEP				
Sweep around opening and blending machinery.	Read and summarize JSA.	Reading Materials MSDS Program	Quiz	IEP				
Operate two abbignton waste bale presses.	Read and summarize JSA. Following sequential, procedural directions	Reading Materials MSDS Program Math Materials	Quiz Locator/Quiz	IEP				
Perform any other duties as prescribed by supervision.	Clear oral communication. Know technical vocabulary. Follow sequential, procedural directions. Read and summarize JSA and SOP.	Communication Materials Reading Materials Vocabulary Program Math Materials Reading Materials MSDS Program	Survey Quiz 25 Word Test Locator/Quiz Quiz	IEP 24/25 IEP IEP				

Job Title: Drawing Tender

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit.</u>	<u>Duty Rating</u>	<u>Task#</u>	<u>Fre-quency</u>	<u>Skill Value</u>
Turn hank clocks at the beginning of each shift.	SUPERVISORS DOES THIS	Reading Materials MSDS Program	Quiz	Quiz 25 Word Test	IEP	IEP 24/25			
Tend frames in order to maintain maximum efficiency.	Read and summarize JSA. Time management. Signal Interpretation. Know technical vocabulary. Interpreting German codes ? Metric measurement ? Read Reiter-produced help sheets.	Reading Materials Vocabulary Program Measurement Materials Reading Materials	Quiz Locator/Quiz Quiz	Locator/Quiz	IEP	IEP			
Repair stops on frames.	Follow sequential procedural directions. Read and summarize JSA. Signal Interpretation. Classify (lights) by color.	Math Materials Reading Materials MSDS Program	Quiz	Locator/Quiz	IEP	IEP			
Creel frames.	Follow sequential, procedural directions. Read and summarize JSA.	Math Materials Reading Materials MSDS Program	Quiz	Locator/Quiz	IEP	IEP			
Place empty cans for automatic doffing.	Read and summarize JSA.	Reading Materials MSDS Program	Quiz	Locator/Quiz	IEP	IEP			
Transport full breaker drawing cans to finisher drawing creel.	Read and summarize JSA.	Reading Materials MSDS Program	Quiz	Locator/Quiz	IEP	IEP			
Turn cans on breaker drawing.	Read and summarize JSA.	Reading Materials MSDS Program							

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Drawing Tender--cont.

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit.</u>	<u>Duty</u>	<u>Task#</u>	<u>Fre-</u>	<u>Skill</u>	<u>Frequency</u>	<u>Value</u>
port any failures to drawing fixer so it may be repaired.	Recognize warning signals. Clear oral communication. Know technical vocabulary.	Communication Materials Reading Materials Vocabulary Program	Survey Quiz 25 Word Test							IEP 24/25	
Report any changes in methods or job conditions to supervisor so that industrial engineering can evaluate changes and determine if a change in job assignments necessary.	Clear oral communication. Know technical vocabulary. Problem Solving.	Communication Materials Reading Materials Problem Solving Materials	Survey Quiz Survey							IEP	
Overall	Time management										

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Job Title: Rowing Tender--no longer there

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit.</u>	<u>Duty Rating</u>	<u>Task#</u>	<u>Frequency</u>	<u>Skill Value</u>
Tend frames in and order to maintain maximum efficiency.									
Piece ends-down on assigned frames.									
Doff assigned frames.									
Creel assigned frames.									
Secure empty doff boxes and empty bobbin boxes while frames are running.									
Clean frames on schedule.									
Report any machinery failures to fixers.									
Report any changes in methods or job conditions to supervision, so that industrial engineering can evaluate the changes and determine if a change in job assignment is necessary.									

Job Title: Material Hauler

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit.</u>	<u>Duty Task#</u>	<u>Fre- quency</u>	<u>Skill value</u>
Transport sliver from drawing to roving.	Read and summarize JSAs.	Reading Materials MSDS Program	Quiz	IEP				
Transport sliver from drawing to open end spinning.	Read and summarize JSAs.	Reading Materials MSDS Program	Quiz	IEP				
Return empty cans to drawing area from roving and open end spinning.	Read and summarize JSAs.	Reading Materials MSDS Program	Quiz	IEP				
Sweep alleys from back of drawing to spinning wall.	Read and summarize JSAs.	Reading Materials MSDS Program	Quiz	IEP				
Full drawing cans are loaded onto a truck and transported (6 cans per trip) to roving and place behind the creel. Empty cans are returned 6/trip.	Time management. Read and summarize JSAs. Following sequential procedure.	Reading Materials MSDS Program Math Materials	Quiz Locator/Quiz	IEP				
Full drawing cans are loaded onto a truck and transported (14 cans per trip) to open end spinning. Cans are placed in the post alleys next to frames or at the end of the frame if there is no post alley. Empty cans are returned 14 cans/trip.	Time management. Read and summarize JSAs. Following sequential procedure.	Reading Materials MSDS Program Math Materials	Quiz Locator/Quiz	IEP				

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Job Title: Yarn Manufacturing Overhauler

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task#	Fre- quency	Skill quantityValue
Overhaul, repair, wire, and reclothe cards (includes pull and polish screens).	Know technical vocabulary. Read and summarize JSA.	Reading Materials Vocabulary Program Reading Materials MSDS Program	Quiz 25 Word Test Quiz	IEP 24/25 IEP				
Determine extent of damage. Metric measurement. Problem solving. Follow sequential procedure. Read manual and diagrams.		Measurement Materials Problem Solving Materials Math Materials Reading Materials		Locator/Quiz Survey Locator/Quiz Quiz				
Overhaul drawing.		Reading Materials MSDS Program Reading Materials Vocabulary Program Math Materials	Quiz	IEP 24/25 IEP				
Read and summarize JSA. Know technical vocabulary. Follow sequential, procedural directions.			Quiz 25 Word Test Locator/Quiz					
Overhaul, line, level, and scrub rolls on roving frames.	Follow sequential, procedural directions. Read and summarize JSA Know technical vocabulary.	Math Materials	25 Word Test	24/25				
Perform other duties as required by supervisor.	Clear oral communication. Know technical vocabulary.	Reading Materials Vocabulary Program	Quiz Quiz 25 Word Test	IEP IEP 24/25				

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Job Title: Yarn Manufacturing Fixer (G)

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task#</u>	<u>Fre- quency</u>	<u>Skill Value</u>
Fix all major break downs on cards.	Read and summarize JSA.	Reading Materials MSDS Program	Quiz	IEP				
	Problem solving. Clear oral communication. Know technical vocabulary.	Problem Solving Materials Communication Materials Reading Materials Vocabulary Program	Survey Survey Quiz 25 Word test	IEP IEP IEP 24/25				
	Combine information to complete task.							
	Follow sequential, procedural directions	Math Materials	Locator/Quiz	IEP				
	Determine extent of damage.							
	Metric measurement.	Measurement Materials	Locator/Quiz	IEP				
	Recognize key German words.							
	Read and summarize JSA.	Reading Materials MSDS Program Math Materials	Quiz	IEP				
	Follow sequential, procedural directions							
	Read MSDS Sheets.	Reading Materials MSDS Program	Locator/Quiz Quiz	IEP IEP				
	Perform all grinding.	Reading Materials MSDS Program Measurement Materials	Quiz	IEP				
	Wash chutes over 1 line of cards per week.	Reading Materials MSDS Program	Locator/Quiz Quiz	IEP IEP				

Yarn Manufacturing Fixer (cont'd)

Job Duties	Educational Objectives	Curriculum	Assessment	Crt.	Rating	Task#	Duty	Frequency	Skill Value
Blow out sides of all cylinders, doffer flats and coiler heads (1/12 days).	Read and enter information appropriately on forms. Read and summarize JSA.	Reading Materials MSDS Program	Quiz	IEP	IEP				
Grease all helical gears, calendar roll gears, and knock off plates in coilers 1/12 days.	Read and summarize JSA. Follow sequential procedure. Read and appropriately enter information on forms.	Reading Materials MSDS Program Math Materials Reading Materials	Quiz	IEP	IEP				
Pull all chokes from side of doffer/12 days.	Read and summarize JSA. Follow sequential procedure. Read and appropriately enter information on forms.	Reading Materials MSDS Program Math Materials Reading Materials	Quiz	IEP	IEP				
Grease teeth of all gears with brush 1/24 days.	Read and summarize JSA. Follow sequential procedure. Read and appropriately enter information on forms.	Reading Materials MSDS Program Math Materials Reading Materials	Quiz	IEP	IEP				

Job Title: Yarn Manufacturing Fixer (G)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task#	Fre- quency	Skill Value
Grease all yellow coded and noncoded fittings 1/24 days.	Read and summarize JSA.	Reading Materials MSDS Program Math Materials	Quiz	IEP				
	Follow sequential, procedural directions.		Locator/Quiz	IEP				
	Read and appropriately enter information on forms.	Reading Materials	Quiz	IEP				
	Classify by color.							
	Know technical vocabulary.	Reading Materials Vocabulary Program	Quiz	IEP				
			25 Word Test	24/25				
Oil joints of all flat chains with chain spray oil 1/24 days.	Read and summarize JSA.	Reading Materials MSDS Program Math Materials	Quiz	IEP				
	Follow sequential, procedural directions.		Locator/Quiz	IEP				
	Read and appropriately enter information on forms.	Reading Materials	Quiz	IEP				
	Know technical vocabulary.	Reading Materials Vocabulary Program	Quiz	IEP				
Grease all red coded fittings 1/6 months.	Read and summarize JSA.	Reading Materials Math Materials	Quiz	IEP				
	Follow sequential, procedural directions.		Locator/Quiz	IEP				
	Read and appropriately enter information on forms.	Reading Materials	Quiz	IEP				
	Know technical vocabulary.	Reading Materials Vocabulary Program	Quiz	IEP				
			25 Word Test	24/25				

Yarn Manufacturing Fixer (continued)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task#	Frequency	Skill Value
Remove all left hand cylinder covers and fans and grease all cylinder bearings 1/12 months.	Read and summarize JSA. Follow sequential procedure. Read and appropriately enter information on forms. Know technical vocabulary. Read and summarize JSA. Tear down and build up as necessary for relocking.	Reading Materials MSDS Program Math Materials Reading Materials Reading Materials Vocabulary Program Reading Materials MSDS Program Math Materials	IEP IEP IEP IEP IEP IEP IEP IEP IEP	Locator/Quiz Quiz 25Word Test Quiz Locator/Quiz Quiz	IEP IEP 24/25 IEP			
	Follow sequential, procedural directions. Read and appropriately enter information on forms.	Reading Materials	IEP	Locator/Quiz	IEP			
	Clear oral communication. Know technical vocabulary. Follow sequential, procedural directions.	Communication Materials Reading Materials Vocabulary Program Math Materials	IEP IEP 25 Word Test Locator/Quiz	Survey Quiz 25 Word Test Locator/Quiz	IEP 24/25 IEP			
Perform other duties as required by supervisor.								

Job Title: Yarn Manufacturing Fixer

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Frequency</u>	<u>Duty Task</u>	<u>Fre- quency</u>	<u>Skill Value</u>
Take up, weigh, and record waste 1/12 hours.	Read and summarize JSA.	Reading Materials MSDS Program Reading Materials	Quiz	IEP				
	Read and appropriately enter information on forms. Metric weight.		Quiz	IEP				
Check knock offs on all roving frames 1/12 hours.	?	Measurement Materials	Locator/Quiz	IEP				
Perform maintenance on drawing and roving frames as scheduled.	Read and summarize JSA. Read and appropriately enter information on forms. Determine extent of damage. Problem Solving.	Reading Materials MSDS Program Reading Materials	Quiz	IEP				
			Quiz	IEP				
Maintain 1/4 of drawing frames and 1/4 roving frames.	Read and summarize JSA. Read and appropriately enter information on forms. Determine extent of damage. Problem solving.	Problem Solving Materials	Survey	IEP				
		Reading Materials MSDS Program Reading Materials	Quiz	IEP				
Empty pneumafil cans on 1/2 of roving and 1/2 drawing frames 1/36 hours.	Time management. Read and summarize JSA.	Problem Solving Materials	Survey	IEP				
		Reading Materials MSDS Program	Quiz	IEP				
Wash out both sides of drawing frames on 1/4 of drawing frames 1/240 hours.	Read and summarize JSA. Time management.	Reading Materials MSDS Program	Quiz	IEP				

Yarn Manufacturing Fixer	(continued)	Educational Objectives	Curriculum	Assessment	Crit.	Duty Rating	Task	Frequency	Skills Value
Job Duties									
Wash around heads of 1/4 of roving frames 1/36 hours.	Time management. Read and summarize JSA.	Reading Materials MSDS Program Math Materials Reading Materials	Quiz	IEP					
	Sequencing.		Locator/Quiz Quiz	IEP IEP					
Clean steel rolls and inside of tube gears 1/4 hours.	Read and summarize JSA. Time management. Sequencing.	Reading Materials MSDS Program Math Materials Reading Materials	Quiz	IEP					
Wash inside of hood and drawing frames on 1/4 of frames 1/240 hours.	Read and summarize JSA. Time management. Sequencing.	Reading Materials MSDS Program Math Materials Reading Materials	Quiz	IEP					
Each fixer will grease 132 roving rollers each one month and 264 each the next month.	Read and summarize JSA. Time management. Fill out and read information on forms. Sequencing.	Reading Materials MSDS Program Math Materials	Quiz Locator/Quiz	IEP IEP					
Perform other duties as required by supervisor..	Clear oral communication.	Communication Materials	Survey						

FINISHING PLANT
(Art Department)

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<u>Job Title:</u> Graphic Artist	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Skill Value</u>
Job Duties						
Tape over any extra print or markings on film. Tape over all pinholes.	Vocabulary Comprehend Safety Rules	Word Review Comprehension	25 Word Test Word Review	24/25 95%		
Key pattern measurements into computer. Make these decisions for pattern: starting point for the height and width of pattern; is pattern square or half-step; focus of pattern; proportion of pattern to film size.	DOS Commands Problem Solving/Communication +,-, / (Math) Ratio/Proportion X/Y Coordinates Metric Measures	DOS Course Communication Math Materials	DOS Quiz Locator/Quiz	100% 95%		
Load film into scanner. Scribe lines must be aligned with line on scanner drum. Snap film into pins and tape film securely on scanner drum.	Comprehend Safety Rules X/Y Coordinates	Comprehension Math Materials	Word Review Locator/Quiz	95% 95%		
Enter correct information into computer to have film scanned.	DOS Commands Read Computer Screen Metric Measures X/Y Coordinates Calculators Menu Driven Program	DOS Course Comprehension Math Materials	DOS Quiz Word Review Locator/Quiz	100% 24/25 95%		
Must be able to mask and combine patterns.		SuperPaint	Quiz	100%		
Correct pattern defects on computer aided design program. Make decisions as to acceptability of scanned data and to degree of correctness.	Computer-aided design program Problem Solving/Communication	Mac Tour SuperPaint Communication	Quiz	100%		

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<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Skill Value</u>
Write % of open area of pattern on back of card. Computer supplies information.	Read Computer Screen	Comprehension	Word Review	95%			
Must be able to save pattern on disk. Have ability to determine available space on disk.	DOS Commands	DOS Course	DOS Quiz	100%			
Back up all computer work.	DOS Commands	DOS Course	DOS Quiz	100%			
Keep written report of all film scanned, all disk work and computer time.	Written Reports Vocabulary Communication	Forms Word Review Communication	Form Quiz 25 Word Test	100% 24/25			
Check for and correct any joining problems on patterns scanned.	Computer-aided design program	Mac Tour SuperPaint	Quiz	100%			
Create design for film from artwork on graphics system.	Computer-aided design program	Mac Tour SuperPaint	Quiz	100%			
Fill in color for design on graphics system.	Computer-aided design program	Mac Tour SuperPaint	Quiz	100%			
Create films in dark room. (plotted films)	Vocabulary Comprehend Safety Rules DOS Commands +, /, (Math) X/Y Coordinates Metric Measurements	Word Review Comprehension DOS Course Math Materials	25 Word Test Word Review DOS Quiz Locator/Quiz	24/25 95% 100%			

Create negatives and positives of artwork using photography
film Must determine and set exposure time for each pattern.
This skill is learned through experience

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<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Skill Value</u>
Quick copy portion of patterns to make paste ups for new patterns and/or repeats.	DOS Commands	DOS Course	DOS Quiz	100%		
Develop film with film processor.	Comprehend Safety Rules	Comprehension	Word Review	95%		
Touch up any defective areas on films with opaque as needed.						
Proof patterns by printing it on the Ink Jet Printer. Check for mistakes before running the pattern.	DOS Commands XY Coordinates Communication Problem Solving	DOS Course Math Materials Communication	DOS Quiz Quiz	100% 95%		
Change print head on Ink Jet Printer.	Comprehend Manual	Comprehension	Word Review	95%		
Complete all paper work. (i.e. Photo Shop Scan Job Sheet, Laser Engraver Job Sheet, Geometric Design Form, Pattern Color Table, Scanning Job Information, and Film Plotting Job Sheet)	+ ; ; ; / (Math) Metric Measures Calculator Vocabulary Completing Forms	Math Materials	Quiz	95%		
Assist other employees whenever equipment is stopped to keep all downtime to an absolute minimum.	Communication	Communication	25 Word Test Form Quiz	24/25 100%		
Obey safety rules.	Vocabulary Comprehend Safety Rules	Word Review Comprehension	25 Word Test Word Review	24/25 95%		

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<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Skill Value</u>
<p>In the course of your normal job duties, hazardous chemical spills may occur. First, notify your supervisor, then follow prescribed clean-up procedures dictated by the C.C.O. or technical department to remove the spill. Always remember to wear the appropriate personal protective equipment.</p> <p>Other duties as assigned by supervisor.</p>	<p>Communication Problem Solving</p>	<p>Communication</p>				

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**FINISHING PLANT
(Inspection)**

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Job Title: Finished Cloth Grader
Purpose of Job: Grade finished cloth, being able to identify first quality, second quality, and cloth not suitable for shipment in accordance with lot sheets issued by the supervisor.

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Frequency</u>	<u>Skill Value</u>
To operate inspection frame.	Read dials, counters, buttons. Follow sequential, procedural directions. Troubleshoot. Clear oral communication. Clear written communication.	Reading Materials Math Materials	Locator/Quiz	IEP				
	Calculate percentages. Convert fractions to decimals. Convert decimals to fractions. Estimate. Calculator skills. Know technical vocabulary.	Communication Materials Communication Materials Reading Materials Math Materials	Survey Survey Locator/Quiz	IEP IEP				
	Use lot sheets to determine and record proper roll identification, shipping instructions, and slitting instructions if necessary.	Math Materials Math Materials Reading Materials	Locator/Quiz Locator/Quiz Quiz	IEP IEP IEP				
Cut cloth as necessary.	Locate, read, and interpret written information on form. Interpret abbreviations. Know technical vocabulary.	Reading Materials	Quiz	IEP				
	Read and comprehend JSA. Follow sequential, procedural directions.	Reading Materials MSDS Program Math Materials	Quiz Quiz Quiz	IEP IEP IEP				
Measure and verify width of cloth.	Standard measurement - length	Measurement Materials	Locator/Quiz	IEP				

Finished Cloth Grader (cont.)

Job Duties	Educational Objectives	Curriculum	Assessment	Crit. Rating	Duty Task #	Fre- quency/Value
Aid in operations of other machines when needed.	Clear oral communication. Follow sequential, procedural directions. Know technical vocabulary.	Communication Materials Math Materials	Materials Survey Locator/Quiz	IEP		
Maintains housekeeping standards as required.	Read and interpret JSA.	Reading Materials	Quiz	IEP		
Be familiar with and abide by plant and safety procedures, report unsafe conditions or unsafe acts to supervisor immediately.	Read and interpret JSA. Clear, oral communication. Know technical vocabulary.	MSDS Program	Quiz	IEP	24/25	
Check for proper shade, print, and proper direction of fabric.	Compare/contrast with prescribed standard. Label return of fall-outs according to codes on Inspection Cover Sheet. Know technical vocabulary.	Reading Materials	MSDS Program Communication Materials Reading Material	Quiz	IEP	
		Reading Materials	Survey	IEP		
		Reading Materials	Locator/Quiz	IEP		

Single Double Operator (cont'd)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
Any other responsibilities assigned by supervisor.	Know technical vocabulary. Read and summarize JSA Clear oral communication. Follow sequential, procedural directions.	Reading Materials Reading Materials MSDS Program Communication Materials Math Materials	Quiz Quiz Survey Locator/Quiz	IEP IEP				

CC

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Job Title: Inspection Machine Operator's Helper
Purpose of Job: To service and furnish supplies to the operators.

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Fre- quency</u>	<u>Skill Value</u>
Assist in operation of an Inspection Frame.	Clear oral communication. Read and interpret JSA.	Communication Materials Reading Materials MSDS Program Math Materials	Survey Quiz	IEP				
	Follow sequential, procedural directions. Know technical vocabulary.	Reading Materials Vocabulary Program	Locator/Quiz	IEP				
	Standard measurement - length.	Measurement Materials	Quiz 25 Word Test	IEP 24/25				
Measure and verify lengths of tubes being cut.	Standard measurement - weight.	Measurement Materials	Locator/Quiz	IEP				
Bag and weigh rags not to exceed 70 lbs.	Standard measurement - weight.	Measurement Materials	Locator/Quiz	IEP				
Measure and weigh slitter waste.	Standard measurement - weight.	Reading Materials	Quiz	IEP				
Inventory tubes and keep work area neat.	Keep written records.	Reading Materials MSDS Program	Quiz	IEP				
Cut plastic and cloth as necessary.	Read and interpret JSA.	Reading Materials MSDS Program	Quiz	IEP				
Be familiar with and abide by plant and job safety procedures, report unsafe acts to supervisor immediately.	Read and interpret JSA. Clear oral communication. Follow sequential, procedural directions. Know technical vocabulary.	Reading Materials MSDS Program Communication Materials Math Materials	Survey Locator/Quiz	IEP				
		Reading Materials	Quiz	IEP				

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Inspection Machine Operator's Helper (cont.)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit.	Rating	Duty	Task #	Frequency	Skill Value
Supply machine operators with standards and shells in accordance with lot sheets.	Read and interpret information from lot sheets.	Reading Materials	Quiz	IEP						
Properly bag, weigh, and tag rags and slitter waste.	Standard measurement - weight.	Measurement Materials	Locator/Quiz	IEP						
Deliver correspondences and shipping bills to other departments.	Clear oral communication. Clear written communication.	Communication Materials	Survey	IEP						
	Read department names and personnel names from correspondences.	Communication Materials	Survey	IEP						
		Reading Materials	Quiz	IEP						
		Reading Materials	Quiz	IEP						

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Job Title: Roll Wrapper
Purpose of Job: To insure each roll being shipped is properly identified in accordance with shipping instructions, tagged and located on correct pallets for shipment

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit.</u>	<u>Duty Rating</u>	<u>Task #</u>	<u>Frequency</u>	<u>Skills</u>	<u>Value</u>
Bring rolls to roll wrapping station by proper use of conveyor belt.	Read and interpret JSA.	Reading Materials MSDS Program Communication Materials Math Materials	Quiz	Survey Locator/Quiz	IEP					
Insure the roll is properly identified.	Clear oral communication. Follow sequential, procedural directions. Compare/contrast with prescribed standard. Read written information from roll ticket.	Communication Materials Reading Materials	Survey Quiz	Locator Quiz	IEP					
Remove shipping ticket from roll.	Follow sequential, procedural directions.	Math Materials	Locator Quiz	IEP						
Wrap roll in accordance with shipping instructions.	Follow sequential, procedural directions. Read written information from roll ticket. Read and interpret JSA. Know technical vocabulary.	Math Materials Reading Materials MSDS Program Reading Materials	Locator Quiz Quiz Quiz Quiz	IEP IEP IEP IEP						

Roll Wrapper (cont.)

Job Duties	Educational Objectives	Curriculum	Assessment	Crit. Rating	Duty Task #	Fre- quency	Skill
		Math Materials	Locator/Quiz	IEP			quality/value
Tag and mark roll with proper information.	Follow sequential, procedural directions.						
	Accurately transfer numerical information from ticket to plastic wrap.						
	Know technical vocabulary.						
Locate rolls on proper shipping pallets.	Read written information from roll ticket.	Reading Materials	Quiz	IEP			
Obtain assistance from forklift driver to move rolls too large to handle.	Clear oral information. Read and interpret JSA.	Reading Materials	Quiz	IEP			
Be familiar with and abide by plant and safety procedures, report unsafe conditions or unsafe acts to supervisor immediately.	Read and interpret JSA. Clear oral communication. Follow sequential, procedural directions.	Communication Materials MSDS Program	Survey Quiz Locator Quiz	IEP			
Maintains housekeeping standards as required.	Read and interpret JSA. Follow sequential, procedural directions.	Reading Materials Math Materials	Quiz Locator/Quiz	IEP IEP			

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FINISHING PLANT
(Color Shop)

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Job Title:**BASE CHEMICAL MIXER (08-5353)****Job Purpose:**

Material Handling and mixing of Color Shop dyes and chemicals. Perform job duties with goal of eliminating print off-quality, machine downtime, and waste. Communicate job related questions, suggestions, and problems related to safety, quality, and productivity. Assist fellow employees and clean as necessary.

Job Duties

Mix clear and fill clear holding tank daily.

Educational Objectives

Understand decimals, volume, measurement, basic math functions.

Understand Dept Vocabulary and Forms.

Get, stir, and pump-up dyes for dispenser as needed. Keep dispenser head tanks filled with appropriate auxiliary chemicals.

Understand decimals, volume, measurement, basic math functions.

Understand Dept Vocabulary

Obtain chemicals for Color Shop as needed.

Understand Dept Vocabulary and Forms

Maintain accurate log records for all dyes and chemicals handled.

Understand Dept Vocabulary and Forms

Clean dispenser tanks, mixing tanks and holding tanks as needed.

Wash barrels as needed.

Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
Understand decimals, volume, measurement, basic math functions.	Math Materials	Locator/Quiz	IEP				
Understand Dept Vocabulary and Forms.	Reading Materials Forms	Quiz				IEP	
Understand decimals, volume, measurement, basic math functions.	Math Materials	Locator/Quiz	IEP				
Understand Dept Vocabulary	Reading Materials	Quiz				IEP	
Understand Dept Vocabulary and Forms	Reading Material Forms	Quiz				IEP	
Understand Dept Vocabulary and Forms	Reading Material Forms	Quiz				IEP	

Base Chemical Mixer (cont.)

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Frequency</u>	<u>Skill Value</u>
Mix vat and fiber reactive gums as needed.	Understand decimals, volume, measurement, basic math functions. Understand Dept Vocabulary	Math Materials Reading Materials	Locator/Quiz Quiz	IEP IEP				
Notify section leader or supervisor if maintenance work orders are needed.	Understand Dept Vocabulary and Forms	Reading Materials Forms	Quiz	IEP				
Maintain housekeeping standards as required.	Understand Dept Vocabulary and Forms	Reading Materials Forms	Quiz	IEP				
Other responsibilities as assigned by supervisor.	Understand decimals, volume, measurement, basic math functions. Understand Dept Vocabulary and Forms.	Reading Materials Forms	Quiz	IEP				
Wear specific personal protective equipment during specified activities as stated in the Job Safety Analysis.	Understand Dept Vocabulary and Safety/MSDS Readings.	Reading Materials MSDS Program	Quiz	IEP				
Be aware of and abide by plant safety and job safety procedures and report on any unsafe conditions or acts immediately to supervisor.	Understand Dept. Vocabulary and Safety/MSDS Readings	Reading Materials MSDS Program	Quiz	IEP				

Job Title:	SCREEN REPAIR TECHNICIAN (09-2308)	Job Purpose:	Responsible for pulling, inspecting, storing, and locating serviceable screens for printing, and to repair broken screens, as necessary. Inspecting and pre-staging screens properly, will result in improved quality and production.					
Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
Inspect screen lift and safety line for safety and serviceability - report faults immediately to section leader or supervisor - initial and date inspection form.	Understand Dept. Vocabulary and Forms	Reading Materials Forms	Quiz	IEP				
Check lineup for screens to be pulled - compare lineup from the print shift supervisor with the lineup from the previous shift for the location of screens already pre-staged.	Understand Dept. Vocabulary and Forms	Reading Materials Forms	Quiz	IEP				
Printout pick list from the computer locator system or pull cards for the manual locator system - identify screens to be shot, completely fill out request form for a new screen to be shot, and turn form into engraving section leader.	Understand Dept Vocabulary and Forms	Reading Materials	Quiz	IEP				

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
		Reading Materials	Quiz	IEP				
Pull screens for pre-staging and/or replacement for machines - inspect and pre-stage strike-off screens sixteen to twenty-four hours in advance.	Understand Dept Vocabulary and Forms	Reading Materials Forms						
Inspect all screens going into the pre-stage area to include screens that were removed from the machine and lined back up (check backs - example: to run a sample); check for pin holes/tears, pulls, endings, wrinkles, broken, etc; correct problem or turn in request form for a new screen to be "hot."	Understand Dept Vocabulary and Forms Understand basic math functions	Reading Materials Forms Math Materials	Quiz Locator/Quiz	IEP				
Pre-stage screens in staging area on screen buggies; maintain two complete sets of screens tagged for each machine.	Understand Dept Vocabulary and Forms	Reading Materials Forms	Quiz	IEP				
Repair broken screens as required.	Understand Dept Vocabulary and Forms Understand basic math functions	Reading Materials Forms Math Materials	Quiz Locator/Quiz	IEP				

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Screen Repair Technician (cont.)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
		Reading Materials Forms	Quiz	IEP				
Locate screens from engraving department, docks for shipped in screens, washpit area and unused screens in pre-staging area. Place bar code on rail side of new screens, scan screen bar code and location in tube; do not put screens with zimmer endings in tubes with post behind them; screens with adaptors left on must be returned to screen servicers for removal.	Understand Dept Vocabulary and Forms	Reading Materials Forms	Quiz	IEP				
Inspect screens to be located in the warehouse; fill out inspection tracking form completely - to include date inspected and person inspecting screens.	Understand Dept Vocabulary and Forms	Reading Materials Forms	Quiz	IEP				
Complete all paper work required, i.e. logs, screen tracking reports, etc.	Understand Dept Vocabulary and Forms	Reading Materials Forms	Quiz	IEP				
Tear up screens from authorized tear up list as required.	Understand Dept Vocabulary and Forms	Reading Materials Forms	Quiz	IEP				
Band boxes and store orderly for shipping scrap nickel.	Understand Dept Vocabulary and Forms	Reading Materials Forms	Quiz	IEP				

Screen Repair Technician (cont.)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Fre- quency/value	Skill
Cut off screen tubes to correct length and replace damaged tubes as required.	Understand basic math, measurement	Math Materials Measurement Materials	Locator/Quiz Locator/Quiz	IEP IEP				
Blow out stopped up screens.								
Exchange and recharge batteries as needed.	Understand decimals	Math Materials	Locator/Quiz	IEP				
Maintain housekeeping standards as required.	Understand Dept Vocabulary and Forms	Reading Materials Forms	Quiz	IEP				
Report all suggestions that would make job safer and more productive to your supervisor.	Understand Dept Vocabulary and Forms	Reading Materials Forms	Quiz	IEP				
	Understand basic math functions							
Assist other warehouse operators to make the job more productive and to reduce machine downtime to an absolute minimum.	Understand Dept Vocabulary and Forms Understand basic math functions	Reading Materials Forms Math Materials	Locator/Quiz	IEP				
Assist screen servicers in cleaning and storing equipment to insure maximum quality and efficiency.	Understand basic math functions	Reading Materials Forms Math Materials	Quiz	IEP				

Screen Repair Technician (cont.)

Job Duties	Educational Objectives	Curriculum	Assessment	Crit. Rating	Duty Task #	Fre-quency	Skill value
Be aware of and abide by plant safety and job safety procedures and report on any unsafe conditions or acts immediately to supervisor.	Understand Dept Vocabulary	Reading Materials	Quiz	IEP			
	Safety/MSDS Readings	Reading Materials	Quiz	IEP			
	MSDS Program	MSDS Program					
Other responsibilities assigned by supervisors.	Understand Dept Vocabulary and Forms	Reading Materials Forms	Quiz	IEP			
	Understand basic math functions	Math Materials	Locator/Quiz	IEP			
	Understand Safety/MSDS Reading	Reading Materials	Quiz	IEP			
	MSDS Program	MSDS Program					

Job Title:**COLOR FORMULATOR (08-1334)****Job Purpose:**

Check and shade print colors as needed - both drum colors and machine patches. Perform specific job duties with goal of eliminating print off-quality, machine downtime, and waste due to print color. Communicate job related questions, suggestions, and problems related to safety, quality and productivity. Assist fellow employees and clean as necessary.

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill value
At the beginning of each shift formulator will store large shade paths from their previous shift in the appropriate storage bin to be kept for 3 weeks for documentation until goods are sewn.	Understand alphabetsizing and ordering by numbers	Math Materials Reading Materials	Locator/Quiz Quiz	IEP IEP				
Give top priority to production machines down due to color and/or about to go down due to color, based on section leader information.	Understand Dept Vocabulary and Forms	Reading Materials Forms	Quiz	IEP				
Check and reshade drum colors as needed.	Understand Dept Vocabulary Understand function of percents and decimals. Understand basic math functions.	Reading Materials Math Materials Math Materials	Quiz Locator/Quiz Locator/Quiz	IEP IEP IEP				

Color Formulator (cont.)

Job Duties	Educational Objectives	Curriculum	Assessment	Crit. Outcome	Duty Task #	Frequency	Skill Value
Check and reshade production machine shade patches.	Understand Dept Vocabulary.	Reading Materials	Quiz	IEP			
	Understand percents.	Math Materials	Locator/Quiz	IEP			
	Understand metric basics (i.e. g=oz)	Measurement Materials	Locator/CQuiz	IEP			
Give section leader breaks. Run dispenser as required.	Understand alphabetizing and ordering by numbers. Understand Dept Vocabulary and Forms.	Reading Materials Math Materials	Quiz Locator/Quiz	IEP IEP			
	Understand function of percents and decimals.	Reading Materials Forms	Quiz	IEP			
	Understand basic math functions.	Math Materials	Locator/Quiz	IEP			
	Understand metric basics (i.e. g=oz)	Math Materials	Locator/Quiz	IEP			
Figure formulas manually if texicon is down.	Understanding of percents. Understanding of basic math. Understanding of metric.	Math Materials Math Materials	Quiz Locator/Quiz	IEP IEP			
Maintain housekeeping standards as required.	Understand Dept. Vocabulary	Reading Materials	Quiz	IEP			
Other responsibilities as assigned by supervisor.	Understand alphabetizing and ordering by numbers. Understand dept Vocabulary and Forms.	Reading Materials Math Materials	Quiz Locator/Quiz	IEP IEP			
	Understand functions of percents and decimals.	Reading Materials Forms	Quiz	IEP			
	Understand basic math functions. Understand Metric basics.	Math Materials	Locator/Quiz	IEP			
		Measurement Materials	Locator/Quiz	IEP			

Color Formulator (cont.)

Job Duties	Educational Objectives	Curriculum	Assessment	Crt. Rating	Duty Task #	Fre- quency	Skill Value
Wear specific personal protective equipment during specified activities as stated in the job safety analysis.	Understand Dept Vocabulary.	Reading Materials	Quiz	IEP			
Be aware of and abide by plant and job safety procedures and report on any unsafe conditions or act immediately to supervisor.	Understand MSDS manual.	Reading Materials MSDS Program	Quiz	IEP			
	Understand Dept Vocabulary.	Reading Materials	Quiz	IEP			
	Understand MSDS manual.	Reading Materials MSDS Program	Quiz	IEP			

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Job Title:**COLOR HANDLER (08-1330)****Job Purpose:**

Responsible for keeping print machines supplied with dye, in sufficient amounts. Mixing, patching, and delivering color, as well as picking up colors from machines as needed. Alterations to colors as directed by section leader or formulator. Housekeeping duties as assigned.

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Frequency</u>	<u>Skill Value</u>
Place empty barrel on dispenser and start dispense cycle.	Understand Dept Vocabulary.	Reading Materials	Quiz	IEP				
Write color information from Texicon for each barrel of color on tape, including date and shift.	Understand Dept Vocabulary and forms.	Reading Materials Forms	Quiz	IEP				
Handle colors for your assigned machines primarily, others as required.	Understand Dept Vocabulary and forms.	Reading Materials	Quiz	IEP				
Retrieve full drum of color from dispenser. Place information sheet on barrel with corresponding tape.	Understand Dept. Vocabulary and forms.	Reading Materials Forms	Quiz	IEP				
Mix barrels of color a minimum of 3 minutes and a maximum of 5 minutes. Mix in forward and reverse.	Understand Dept. Vocabulary and forms.	Reading Materials Forms	Quiz	IEP				
Check viscosity of each color.	Understand Dept Vocabulary and forms.	Reading Materials Forms	Quiz	IEP				

Color Handler (cont.)	Job Duties	Educational Objectives	Curriculum Reading Materials	Assessment Quiz	Outcome IEP	Crit. IEP	Duty Rating	Task #	Frequency	Skill Value
	Patch each mixed color on the proper cloth and run a machine path as required. (Pigment or Vat dyes).	Understand Dept. Vocabulary and forms.	Reading Materials Forms	Quiz	IEP					
	Makes alterations to color as directed by color formulator or section leader.	Understand Dept Vocabulary.	Reading Materials	Quiz	IEP					
		Understand basic math functions.	Math Materials	Locator/Quiz	IEP					
		Understand percents, decimals, negative numbers.	Math Materials	Locator/Quiz	IEP					
		Reading scales.	Reading Materials	Quiz	IEP					
		Understand Dept. Vocabulary.	Reading Materials	Quiz	IEP					
		Understand basic math functions.	Math Materials	Locator/Quiz	IEP					
		Understand percents, decimals, negative numbers.	Math Materials	Locator/Quiz	IEP					
		Reading scales.	Math Materials	Quiz	IEP					
	Take barrel to assigned machine or storage area designated for that machine when color is approved by color formulator. Retrieve any color from assigned machine primarily, others as directed. Shade as directed.	Understand Dept. Vocabulary.	Reading Materials	Quiz	IEP					
		Understand basic math functions.	Math Materials	Locator/Quiz	IEP					
		Understand percents, decimals, negative numbers.	Math Materials	Locator/Quiz	IEP					
		Reading scales.	Reading Materials	Quiz	IEP					
	Clean and wash empty drums from assigned machines primarily, pour up dyes at machines as needed with assistance from machine crew.	Understand Dept. Vocabulary.	Reading Materials	Quiz	IEP					

Color Handler (cont.)	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
Job Duties								
Put bonnets on drums of color on floor as needed. Primary responsibility for drums in your assigned area.	Understand Dept Vocabulary and forms.	Reading Materials Forms	Quiz	IEP				
Straighten up drums on floor as needed.	Understand Dept Vocabulary and forms.	Reading Materials Forms	Quiz	IEP				
Cut patch cloth as needed.	Understand Dept. Vocabulary and forms.	Reading Materials Forms	Quiz	IEP				
Every 30-45 minutes, check color needs on assigned machines. Make more frequent checks if required.	Understand Dept. Vocabulary and forms	Reading Materials Forms	Quiz	IEP				
Maintain housekeeping standards as required.	Understand Dept. Vocabulary and forms.	Reading Materials Forms	Quiz	IEP				
Paint work area as needed.	Understand Dept Vocabulary and forms.	Reading Materials Forms	Quiz	IEP				
Turn on circulation pumps to agitate vat colors as needed.	Understand Dept Vocabulary and forms.	Reading Materials Vocabulary Program	Quiz	IEP				
Weigh colors on scales when dispenser is down.	Understand decimals, percents, basic math functions.	Math Materials	Locator/Quiz	IEP				
Mix clear when required.	Understand decimals, percents, basic math functions.	Math Materials	Locator/Quiz	IEP				
Make gum for vat dye as needed.	Understand decimals, percents, basic math functions.	Math Materials	Locator/Quiz	IEP				

Color Handler (cont.)	Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill value
			Reading Materials	Quiz	IEP				
	Take empty clean metal drums, lids & rings to trailer at back porch dock and crush metal drums. Take empty clean fiber drums and plastic lids to trash dock and crush. Take empty clean returnable drums to the returnable storage area. Take empty adhesive drums to the storage area for adhesive drums.	Understand Dept Vocabulary.	Reading Materials	Quiz	IEP				
	Reshade colors for samples and regular production runs. and regular production runs.	Understand basic math functions. Understand percents, decimals, negative numbers. Reading scales.	Math Materials Math Materials	Locator/Quiz Locator/Quiz	IEP IEP				
		Reading scales.	Reading Materials Math Materials	Quiz Locator/Quiz	IEP IEP				
		Understand Dept Vocabulary.	Reading Materials	Quiz	IEP				
		Understand basic math functions. Understand percents, decimals, negative numbers. Reading scales. Understand forms.	Math Materials Math Materials	Locator/Quiz Locator/Quiz	IEP IEP				
		Assist all other machine operators whenever equipment is stopped so that all downtime is held to an absolute minimum.							

Color Handler (cont.)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Fre. quency	Skill value
Other responsibilities as assigned by supervisor or section leader.	Understand Dept. Vocabulary.	Reading Materials	Quiz	IEP				
	Understand basic math functions.	Math Materials	Locator/Quiz	IEP				
	Understand percents, decimals, negative numbers.	Math Materials	Locator/Quiz	IEP				
	Reading scales.	Serials	Locator/Quiz	IEP				
	Understand forms.							
Take proper safety precautions and wear PPE as specified by the JSA. Consult supervisor and MSDS on correct handling of chemicals (including spills).	Understand Dept Vocabulary.	Reading Materials	Quiz	IEP				
	Understand safety and MSDS reading.	MSDS Program Reading Materials	Quiz	IEP				
Be aware of and abide by plant safety and job safety procedures and report on any unsafe conditions and acts immediately.	Understand Dept Vocabulary.	Reading Materials	Quiz	IEP				
	Understand safety and MSDS reading.	MSDS Program	Quiz	IEP				

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**FINISHING PLANT
(Napping Department)**

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Job Title: Shrink Operator
Job Purpose: Operates compressive belt shrinkage machine to preshrink a variety of fabrics in order to control wash shrinkage on finished product.

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
Follow prescribed start-up procedures.	read and comprehend JSA follow sequential procedure decision making cause and effect technical vocabulary	Reading Materials Math Materials Problem Solving Materials Survey	Quiz Locator/Quiz	IEP IEP				
		Reading Materials	Quiz					
Load rolls into cradle and sew on.	read and comprehend JSA	Reading Materials MSDS Program	Quiz		IEP			
Make lot changes.	read and comprehend JSA problem solving cause and effect follow sequential procedure communication enter information accurately on forms	Reading Materials Problem Solving Materials Survey Math Materials Forms	Quiz Locator Quiz		IEP			
Maintain proper shrinkage, checking shrinkage, moisture, settings & etc., and making necessary adjustments.	standard measurement problem solving estimation	Measurement Materials Problem Solving Materials Math Materials	Locator/Quiz Locator/Quiz		IEP IEP			
Doff, wrap and ticket rolls.	read and comprehend JSA enter information accurately on forms code interpretation	Reading Materials Forms	Quiz		IEP			

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<u>Shrink Operator, Cont.</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Fre- quency</u>	<u>Skill Value</u>
<u>Job Duties</u>								
Obtain and identify a two yard sample from each lot for lab test.	read and comprehend JSA standard measurement	Reading Materials	Quiz	Locator/Quiz	IEP	IEP	IEP	IEP
Record production on daily production report and enter into computer system.	enter information accurately on forms calculator usage	Measurement Materials	Locator/Quiz	IEP				
Apply powder to exposed ends of sleeve as needed.	read computer screen	Math Materials	Locator/Quiz	IEP				
		Mac Tour	Quiz	IEP				
		Reading Materials	Quiz	IEP				
	read and comprehend JSA	Reading Materials	Quiz	IEP				
	appropriately enter information into computer keyboarding	Forms	IEP					
		Mac Tour	IEP					
	read and comprehend JSA	Reading Materials	Quiz	IEP				
Perform cleaning duties as described in cleaning schedule.		Reading Materials	Quiz	IEP				
Follow prescribed quality procedures.	follow sequential procedure communication	Math Materials	Locator/Quiz	IEP				
Obey all safety rules.	read and comprehend JSA	Communication Materials Survey	IEP					
Notify your supervisor of any accidents.	clear oral communication	Reading Materials	Quiz	IEP				
Perform sleeve grinding as prescribed by grinding procedure.	read and comprehend JSA	Communication Materials Survey	IEP					
	follow sequential procedure	Reading Materials	Quiz	IEP				
	problem solving	Math Materials	Locator/Quiz	IEP				
	technical vocabulary	Reading Materials	Quiz	IEP				

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Shrink Operator, Cont.**Job Duties**

Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
Follow prescribed stop off procedure.	read and comprehend JSA follow sequential procedure	Reading Materials Math Materials	Quiz Locator/Quiz	IEP IEP			
Bundle, weigh and dispose of rags.	standard measurement read and enter information appropriately on forms	Measurement Materials Reading Materials	Locator/Quiz Quiz	IEP IEP			
Bag up plastic roll wrapping, and put on trailer.	read and comprehend JSA	Reading Materials	Quiz	IEP			
Notify supervisor of any machine malfunction.	clear oral communication signal interpretation problem solving technical vocabulary	Communication Materials Survey Problem Solving Materials Survey Reading Materials	Survey Quiz	IEP			
Any other duties as directed by supervisor.	clear oral communication technical vocabulary	Communication Materials Survey Reading Materials	Survey Quiz	IEP			
Assist all other operators whenever equipment is stopped so that downtime is held to an absolute.	clear oral communication technical vocabulary	Communication Materials Survey Reading Materials	Survey Quiz	IEP			
Maintains housekeeping standards as required.	technical vocabulary read and interpret MSDS sheets	Reading Materials Reading Materials	Quiz Quiz	IEP IEP			

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Shrink Operator, Cont.

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Fre-quency	Skill Value
Be familiar with and abide by plant and job safety procedures and report any unsafe conditions or acts to your supervisor immediately.	read and comprehend JSA read and comprehend MSDS Sheets technical vocabulary	Reading Materials Reading Materials Reading Materials	Quiz Quiz Quiz	IEP IEP IEP				

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Job Title: Steam Frame Operator
Job Purpose: Operates steam tenter frame to achieve desired width on flannel products after napping.

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Fre-quency	Skill value
Get control sheets, tickets, and instructions from supervisor at beginning of shift.	clear oral communication technical vocabulary	Survey Reading Materials	Quiz		IEP			
Check what is presently running on the machine.	keyboarding	Mac Tour			IEP			
	read computer screen	Mac Tour Reading Materials	Quiz	Communication Materials Survey	IEP			
	compare/contrast information on screen with control sheet							
	Follow sequential, procedural directions	Math Materials	Locator/Quiz		IEP			
Turn steam on - start machine.	keyboarding read computer screen	Mac Tour Mac Tour Reading Materials	Quiz		IEP			
				Communication Materials Survey				
		Math Materials	Locator/Quiz		IEP			
	compare/contrast information on screen with control sheet							
	Follow sequential, procedural directions							
Check machine settings, speed and width.	standard measure estimation read gauges & dials & compare with standard	Measurement Materials Math Materials Reading Materials	Locator/Quiz Locator/Quiz Quiz		IEP IEP IEP			
Adjust winder and scray speeds.	estimation	Math Materials	Locator/Quiz		IEP			
Load rolls into cradle.	read and comprehend JSA	Reading Materials	Quiz		IEP			

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
Obtain A-Frames.	read and comprehend JSA	Reading Materials	Quiz	IEP				
Doff, wrap, and ticket rolls.	read and comprehend JSA	Reading Materials	Quiz	IEP				
Sew seams.								
Sew seams.								
Record production on daily production report and enter into computer system.	math: +, -, x, avg %. keyboarding: tab, enter, esc, #s read screen, ctrl calculators	Math Materials Mac Tour	Locator/Quiz	IEP				
Repair wrap-ups and tear-outs.	follow sequential, procedural directions	Math Materials	Locator/Quiz	IEP				
	read and comprehend JSA	Reading Materials	Quiz	IEP				
Notify Supervisor of all accidents.	clear oral communication technical vocabulary							
Notify Supervisor of all machine malfunctions.	clear oral communication technical vocabulary compare/contrast with standard							
Bundle, tag and carry rags to storage.	read and comprehend JSA	Reading Materials	Quiz	IEP				
Have all necessary supplies available when needed.	read and comprehend JSA technical vocabulary	Reading Materials Reading Materials	Quiz	IEP				

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Frequency</u>	<u>Task #</u>	<u>Skill Value</u>
Wear specific PPE (Personal Protective Equipment) during specified activities as stated in the Job Safety Analysis.	read and comprehend JSA	Reading Materials	Quiz	IEP				
Any other responsibilities as assigned by Supervisor.	effective oral communication technical vocabulary	Communication Materials Reading Materials	Survey					

Job Title: Napper Operator
Job Purpose: Operates single or tandem napping machine to achieve desired face effects on flannel products.

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Fre- quency</u>	<u>Skill Value</u>
Load rolls from staging table into cradle with assistance from finisher technician.	read and comprehend JSA clear oral communication technical vocabulary	Reading Materials Communication Materials Reading Materials	Quiz Survey Quiz	IEP		IEP	
Sew seams.	follow sequential procedure	Math Materials	Locator/Quiz	IEP			
Inspect cloth for bad seams, torn places, appearance, and quality.	compare and contrast	Communication Materials	Survey				
Re-sew bad seams and torn places that may potentially cause a tear-out.	cause and effect						
Adjust air guides.	read and comprehend JSA estimation follow sequential procedure	Reading Materials Math Materials Math Materials	Quiz Locator/Quiz Locator/Quiz	IEP		IEP	
Start cloth onto "A" frame winder barrel and observe wind-up, making necessary adjustments to obtain uniform roll.	read and comprehend JSA follow sequential procedure estimation cause and effect	Reading Materials Math Materials Math Materials	Quiz Locator/Quiz Locator/Quiz	IEP		IEP	
Doff and relocate "A" frame - napper to napper.	read and comprehend JSA follow sequential procedure	Reading Materials Math Materials	Quiz Locator/Quiz	IEP		IEP	
Doff, tag roll, and relocate "A" frame - napper to tener staging area.	read and comprehend JSA read numbers on form write numbers correctly onto tag	Reading Materials Math Materials	Quiz Locator/Quiz	IEP		IEP	

Napper Operator, Cont.

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skills Value
Repair tear-outs with assistance from finisher technician.	communication read and comprehend JSA	Communication Materials Reading Materials	Materials Survey Quiz	IEP				
Keep certain production records as instructed by supervisor.	write and spell key technical words accurately on forms transferring numbers, codes, dates and figures from equipment or written sources to forms	Reading Materials	Quiz	IEP				
Read, record, and re-set yardage counter clocks.	reading numbers from measuring clock appropriately record information on forms	Math Materials	Locator/Quiz	IEP				
Perform machine cleaning assigned by Supervisor.	read and comprehend JSA	Forms						
Maintain housekeeping standards as required.	read and comprehend JSA	Reading Materials	Quiz	IEP				
Be familiar with and abide by plant and job safety procedures and report any unsafe conditions or acts to your Supervisor immediately.	read and comprehend JSA clear oral communication arrange events sequentially	Reading Materials	Materials Survey Quiz	IEP				
Report all accidents, no matter how minor, to supervisor.	clear oral communication arrange events sequentially	Communication Materials Reading Materials	Survey Quiz	IEP				
Responsible for run-time efficiency.	read and comprehend JSA	Reading Materials	Quiz	IEP				

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<u>Napper Operator, Cont.</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit.</u>	<u>Duty</u>	<u>Fre-</u>	<u>Task #</u>	<u>Fre-</u>	<u>Skills</u>
		Communication Materials	Survey	IEP	Rating	Rating	quency	IEP	quency	Value
		Reading Materials	Quiz	IEP						
<u>Job Duties</u>	clear oral communication arrange events sequentially									
Responsible for reporting machine malfunctions to Supervisor.										
Any other responsibilities assigned by Supervisor.	clear oral communication	Communication Materials	Survey							

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Job Title: Finisher Technician
Job Purpose: Responsible for controlling running conditions on all nappers. Monitors condition of napper wire and informs supervisor of problem areas. Monitors napped cloth to insure proper nap is achieved with minimum number of passes at maximum speed. Serves as a lead man in napping area.

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit.</u>	<u>Duty Rating</u>	<u>Task #</u>	<u>Fre- quency</u>	<u>Skill Value</u>
Receive napping instruction from supervisor.	clear oral communication summarizing essential details	Communication Materials Survey							
Issue procurement instructions to material handler.	clear oral communication generating instructions clearly	Communication Materials Survey							
Assist operators in loading rolls into cradle.	clear oral communication read and comprehend JSA	Communication Materials Survey Reading Materials Quiz			IEP				
Make adjustments to all napper dials, tensions, etc. to achieve proper nap.	read and comprehend JSA cause and effect determining if a solution is reasonable compare and contrast technical vocabulary	Reading Materials Quiz Math Materials Locator/Quiz			IEP				
Inspect cloth, start to finish, for quality and degree of nap.	compare and contrast determining the presence of a defect estimation/judgment	Communication Materials Survey Math Materials Locator/Quiz			IEP				
Assist operators in repairing tear outs.	clear oral communication following procedural directions read and comprehend JSA	Communication Materials Survey Math Materials Locator/Quiz Reading Materials Quiz			IEP				

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Finisher Technician, Cont.

Job Duties	Educational Objectives	Assessment	Crit. Rating	Duty Task #	Frequency	Skill Value
Assist operators in re-threading nappers.	clear oral communication read and interpret JSAs following procedural directions	Communication Materials Survey Reading Materials Quiz Math Materials Locator/Quiz	IEP IEP			
Compare finishes to napping standards and obtain file samples from each lot.	compare and contrast product with set standards	Communication Materials Survey				
Rotate breaks with operators to prevent downtime.	clear oral communication summarize essential information	Communication Materials Survey				
Perform cleaning of "A" frames.	read and summarize JSAs	Reading Materials Quiz	IEP			
Maintain housekeeping standards as required.	read and summarize JSAs	Reading Materials Quiz	IEP			
Be constantly abreast of napper wire condition and inform supervisor when maintenance is needed.	communication compare and contrast with set standards problem solving	Communication Materials Survey Communication Materials Survey				
Keep certain production records as instructed by supervisor.	read and record numbers, codes and dates appropriately on forms clear oral communication	Problem Solving Materials Survey				
Observe and obey all safety rules.	read and comprehend JSA	Reading Materials Quiz	IEP			

Finisher Technician, Cont.

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Fre- quency	Skill value
Responsible for efficiency determined by number of passes.	Report all accidents, no matter how minor, to supervisor.	clear oral communication arrange events sequentially	Communication Materials Survey					
	Responsible for reporting machine malfunctions to supervisor.	clear oral communication arrange events sequentially	Communication Materials Survey Reading Materials Math Materials	Quiz Locator/Quiz			IEP	
	Any other responsibilities assigned by supervisor.	clear oral communication	Communication Materials Survey				IEP	
	Be familiar with and abide by plant and job safety procedures and report any unsafe conditions or acts to your supervisor immediately.	read and comprehend JSA communicate events sequentially	Reading Materials Reading Materials Math Materials	Quiz Quiz Locator/Quiz			IEP	

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**FINISHING PLANT
(Bleach Department)**

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Job Title: Plant Clerk I
Job Purpose: To perform clerical duties for Bleach and Finishing Departments.

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Fre- quency	Skill Value
Pick up, copy, and distribute finishing, dye, and bleach production reports.	Read department names and personnel names from reports.	Reading Materials	Quiz	IEP				
Add bleach and finishing production, and record on production board.	Transfer information accurately. Computation: +, -, *, /, % Calculator usage.	Math Materials Math Materials	Locator/Quiz Locator/Quiz	IEP IEP				
Figure dye standard on dye mix sheets.	Computation: avg, +, -, *, /, Record info accurately on forms.	Math Materials Forms	Locator/Quiz	IEP				
Check MEQ drain printouts against Greige handling sheets.	Compare and contrast. Read handling sheets.	Communication Materials Reading Materials	Survey Quiz	IEP				
File production sheets, printouts, and lot sheets.	Sequencing. Categorization. Read information from sheets.	Reading Materials Math Materials Reading Materials	Quiz Locator/Quiz Quiz	IEP IEP IEP				
Pick up and distribute mail.								
Pick up payroll checks and give to supervisor.	Read personnel names on checks.	Reading Materials	Quiz	IEP				
Responsible for ordering office supplies for finishing and bleach departments.	Write information accurately on forms. Read information from catalogs. Clear oral communication.	Reading Materials Communication Materials	Quiz Quiz Survey	IEP IEP IEP				
Secretarial tasks - prepare memos and correspondence, filing, phone, etc.	Clear oral communication. Clear written communication.	Communication Materials Reading Materials	Survey Quiz	IEP				

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Plant Clerk 1 (cont.)

Job Duties	Educational Objectives	Curriculum	Assessment	Crit.	Duty Rating	Duty Task #	Fre- quency	Skill Value
			IEP Locator/Quiz					
Drain micro-wands and MEQs as needed.	Follow sequential, procedural directions to enter #'s into keyboard.	Math Materials Mac Tour MSDS Program						

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Job Title: Forklift Operator
Job Purpose: To distribute cloth to assigned bleach ranges in correct amount and order. To use proper material handling techniques.

Job Duties	Educational Objectives	Curriculum	Assessment	Crit. Outcome	Duty Rating	Task #	Frequency	Skill Value
Checks forklift daily for proper operation. Prepares maintenance and safety checklist.	Compare/contrast with standard. Read and summarize JSA.	Communication Materials Reading Materials MSDS Program	Survey Quiz	IEP				
Read and enter written information on checklists.	Read and enter written information on checklists.	Reading Materials	Quiz	IEP				
Visibly inspects each roll carried to entry for damage or defects. Reports any damaged cloth immediately to supervisor. Initials each ticket verifying cloth condition.	Compare/contrast with standard. Clear oral communication. Read ticket information.	Communication Materials Communication Materials Reading Materials	Survey Quiz	IEP				
Keeps all greige storage racks and bays neat and orderly. Checks condition of racks for damages.	Compare/contrast with standard. Clear oral communication. Read and interpret JSA.	Communication Materials Reading Materials	Survey Quiz	IEP				
Obtains line up and control sheet for each lot to verify correct style, yardage, and mill (verifies line up status with previous shift). Inspects and unwraps cloth if necessary. Carries cloth to machine in correct order and insures each roll has proper ticket. Places control sheet in last roll of lot.	Sequencing. Read written information and charts from control sheets. Compare/contrast with standard. Read and comprehend JSA. Sequencing.	Reading Materials Math Materials Reading Materials	Quiz Locator/Quiz Quiz	IEP IEP IEP				
		Communication Materials Reading Materials Math Materials	Survey Quiz Locator/Quiz	IEP IEP IEP				

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Forklift Operator (cont.)**Job Duties**

Lays rolls in spray table, ends are lined up by line up to insure that the rolls will be in order when the spray operator puts roll in cradle.

Records roll number and lot number on spray material handling record.

Educational Objectives**Sequencing.**

Read and interpret JSA

when the spray operator puts roll in cradle.

Records roll number and lot number on spray material handling record.

Curriculum	Assessment	Outcome	Crit.	Duty Rating	Duty Task #	Fre- quency	Skill value
Reading Materials	Quiz	IEP					
Math Materials	Locator/Quiz	IEP					
Reading Materials	Quiz	IEP					

Job Title: Range Operator
Job Purpose: To maintain the continuous bleaching operation on his/her machine, producing first quality cloth.

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Fre- quency</u>	<u>Skill value</u>
Writes work orders for any mechanical or electrical break downs for immediate repair.	Write brief, descriptive accounts of situation.	Reading Materials	Quiz	IEP				
Writes work orders for weekend repairs and gives to supervisor.	Write brief, descriptive accounts of situation. Technical vocabulary.	Reading Materials	Quiz	IEP				
Reports and problems with other personnel on his/her machine, that prevent the machine from running efficiently, to supervisor for immediate correction.	Communicating verbally brief, descriptive accounts of situation. Technical vocabulary.	Communication Materials Survey	Quiz	IEP				
Gets machine back into production as quick as possible All personnel assigned to machine must immediately assist in getting range running.	Read and interpret JSA. Follow sequential procedural directions. Communicate orally with assisting personnel. Technical vocabulary.	Reading Materials MSDS Program Math Materials	Quiz Locator/Quiz	IEP				
		Communication Materials Survey	Quiz	IEP				
		Reading Materials	Quiz	IEP				

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Range Operator (cont.)

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Fre-quency</u>	<u>Skill Value</u>
Checks and maintains proper percentage of chemicals used in the bleaching process. Titrations checks are to be made every 30 minutes for caustic and peroxide. Metering pumps for other chemicals are to be checked every two hours. Chemical checks are to be recorded accurately on proper forms and turned in to supervisor.	Read and summarize information from MSDS sheets. Chemistry of a titration check. Metric measurement - volume. Record information in appropriate location on form.	Reading Materials MSDS Program	Quiz	IEP				
	Read sheet to determine range. Follow sequential procedural directions.	Reading Materials Math Materials	Quiz Locator/Quiz	IEP IEP				
	Technical vocabulary. Read and summarize MSDS Sheets.	Reading Materials MSDS Program	Quiz Quiz	IEP IEP				
Tracks lot changes through bleach range.	Read and comprehend JSA	Reading Materials MSDS Program Math Materials	Quiz	IEP				
	Follow sequential procedural directions.	Locator/Quiz		IEP				
	Communicate orally with Entry and Delivery Operators.	Communication Materials						
	Estimate to raise/lower speed, temp, chemical release gauges.	Survey Math Materials						

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Range Operator (cont.)**Job Duties**

Maintains proper levels in caustic and peroxide steamers and j-boxes to insure uniform bleaching.

<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Fre- quency</u>	<u>Skill value</u>
Read and summarize MSDS sheets.	Reading Materials MSDS Program	Quiz	IEP				
Read and summarize JSA.	Reading Materials MSDS Program	Quiz	IEP				
Estimate to raise/lower chemical release gauges.	Math Materials	Locator/Quiz	IEP				
Compare/contrast with prescribed bleaching standards.	Communication Materials Survey						
Estimate to raise/lower temp, water flow, chemical flow gauges and dials.	Math Materials	Locator/Quiz	IEP				
Follow sequential procedural directions.	Math Materials	Locator/Quiz	IEP				
Compare/contrast with prescribed bleaching standards.	Communication Materials Survey						
Read and interpret JSA.	Reading Materials MSDS Materials	Quiz	IEP				
Read and interpret MSDS Sheets.	Reading Materials MSDS Materials	Quiz	IEP				
Read and interpret JSA.	Reading Materials MSDS Materials	Quiz	IEP				
Cause and effect.	Reading Materials	Quiz	IEP				
Read and outline charts and written information.	Math Materials	Locator/Quiz	IEP				
Follow sequential procedural directions.	Math Materials	Locator/Quiz	IEP				
Estimate to raise/lower gauges and dials.							

Range Operator (cont.)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
Observes washers and compensators or rollers for proper tension and thread-ups.	Read and interpret JSA. Compare/contrast with prescribed tension standards.	Reading Materials MSDS Materials	Quiz	IEP				
Transfers lot sheets to delivery end of machine.	Write information in appropriate space on form.	Communication Materials	Quiz	IEP				
Reports quality, mechanical, and electrical problems to supervisor.	Orally communicate details of situation. Technical vocabulary.	Communication Materials	Quiz	IEP				
Monitors machine set-ups on computer for open-width and combo range. If any red alarms occur, corrects if possible. If not, notifies supervisor.	Read computer screen. Technical vocabulary. Interpret diagram. Clear oral communication.	Mac Tour Reading Materials Communication Materials	Quiz Quiz Quiz	IEP IEP IEP				
Monitors vacuum slots. reports any problems to the supervisor.	Compare and contrast with prescribed moisture standards. Clear oral communication.	Communication Materials	Quiz	IEP				
Leads and assists all personnel assigned to machine in repairing breakouts and wrapups to insure proper thread-up of machine.	Orally communicate with personnel. Follow sequential procedural directions. Problem solving. Read and interpret JSA.	Communication Materials Math Materials	Survey Locator/Quiz	IEP				
		Problem Solving Materials Reading Materials	Survey Quiz	IEP				
		MSDS Program						

Range Operator (cont.)

Job Duties	Educational Objectives	Curriculum	Assessment	Crit. Rating	Duty Task #	Frequency	Skill Value
Operates range according to SOP and JSAs.	Read and summarize JSAs.	Reading Materials MSDS Program	Quiz	IEP			
	Read and summarize SOP. Technical vocabulary.	Reading Materials Reading Materials	Quiz Quiz	IEP IEP			
Maintains housekeeping standards as required. When machine is down for mechanical or electrical repairs, employee is to utilize this time for cleaning his/her working area or other areas as designated by supervisor.	Read and summarize JSAs. Read and summarize MSDS	Reading Materials MSDS Program Reading Materials MSDS Program	Quiz Quiz	IEP IEP			
	a. Keeps all water and air hoses up off the floor. b. Does not allow food trays, cups, or other foreign objects in work area. c. Keeps all personal equipment, such as gloves, goggles, boots, and hooks in cabinets. d. Washes all chemical drums clean before disposing of them.	Communicates orally with personnel.	Communication Materials Survey				
		Read and summarize MSDS sheets. Read and summarize JSAs.	Reading Materials MSDS Program Reading Materials MSDS Program Math Materials	Quiz Quiz	IEP IEP		
		Follow sequential procedural directions. Technical vocabulary.	Locator/Quiz Reading Materials	IEP IEP			
			Quiz	IEP			

<u>Range operator (cont.)</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Crit. IEP</u>	<u>Duty Rating</u>	<u>Task #</u>	<u>Fre- quency</u>	<u>Skill value</u>
Job Duties Be familiar with and abide by plant and job safety procedures and report any unsafe conditions or acts immediately to your supervisor.	Read and summarize JSA.	Reading Materials MSDS Program Communication Materials Survey	Quiz					

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Job Title: Delivery operator
Job Purpose: Inspects cloth for quality, winds cloth on a-frame, or runs into white bin. Records production.

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Fre- quency</u>	<u>Skill value</u>
Secures a-frames and places in position or keeps bin pilers in proper place over white bin.	Read and summarize JSA.	Reading Materials MSDS Program Math Materials	Quiz	IEP				
Makes changes in thread ups from bleachery to white bins.	Estimates and adjusts dial to speed/slow J-Box.							
Keeps proper amount of cloth in desize J box. Rings for singer operator to start and stop singer.	Cause and effect. Clear oral communication. Signal interpretation.	Communication Materials Survey						
Winds cloth onto a-frame neatly, monitors and adjusts air guides separating cloth by lots as designated by bleach schedule, or catches lot changes going to white bins and makes bin changes by bleach schedule.	Follow sequential Procedural directions. Read and summarize JSA.	Math Materials	Locator/Quiz	IEP				
Checks cloth for proper PH and absorbency. Notifies range operator if out of standards.	Read and interpret schedule.	Reading Materials MSDS Program Reading Materials	Quiz	IEP				
	Communicate specifically and clearly with range operator.	Communication Materials Survey						
	Perform titration checks (acid, base, PH).	Read and summarize MSDS sheets.	Reading Materials MSDS Program	Quiz	IEP			
	Compare-contrast with absorbency standard.	Communication Materials Survey						
	Technical vocabulary.	Reading Materials	Quiz	IEP				

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Delivery operator (cont.)**Job Duties**

Completes all paper work associated with each lot, entering yards, machine number, shift, a-frame, or bin number into W.I.P terminal.

Educational Objectives

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Assessment</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Frequency</u>	<u>Skill</u>
						<u>Value</u>
Completes all paper work associated with each lot, entering yards, machine number, shift, a-frame, or bin number into W.I.P terminal.	Keyboarding (numbers, enter, tab). Enter information into appropriate space on spreadsheet. Read computer screen.	Mac Tour				
Wraps a-frames with plastic. Keeps all bins containing cloth properly covered and wet. Follows wet-down procedures.	Follows sequential procedural directions. Read and summarize JSA. Follow sequential procedural directions.	Reading Materials	Quiz	Locator/Quiz	IEP	
Parks each a-frame in a neat and orderly manner in designated area.	Read and summarize JSA.	Math Materials	Quiz	Locator/Quiz	IEP	
Inspects cloth and compares to standard for any defects such as bad bleach, drips, or any other type of stains, holes, bowed or biased cloth (adjusts straightener if necessary.). Reports defects to the supervisor immediately and records on off quality report.	Compare/contrast with prescribed quality standards. Communicate details clearly to supervisor. Record information appropriately on form. Read and summarize JSA. Read form.	Reading Materials MSDS Program Math Materials	Quiz	Locator/Quiz	IEP	
		MSDS Program Reading Materials	Quiz			

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Delivery Operator (cont'd)**Job Duties**

Assists in repairing breakouts, wrap-ups, and rethreads, or any breakdowns at any point on the range.

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Frequency</u>	<u>Skill Value</u>
Assists in repairing breakouts, wrap-ups, and rethreads, or any breakdowns at any point on the range.	Communicate clearly with other operators. Follow sequential procedural directions. Cause and effect. Read and summarize JSA.	Communication Materials Math Materials Reading Materials MSDS Program	Survey Locator/Quiz Quiz	IEP				
Reports any damaged a-frames or parts of machinery (mechanical or electrical) to operator or supervisor.	Orally communicate clearly to supervisor. Compare/contrast with prescribed mechanical standards. Technical vocabulary.	Communication Materials Communication Materials Reading Materials Reading Materials	Survey Survey Locator/Quiz Quiz	IEP				
Removes all damaged cloth before it goes onto a-frames or in white bins and sews ends back together.	Follows sequential procedural directions. Read and summarize JSA	Math Materials MSDS Materials	Math Materials Locator/Quiz Quiz	IEP				
Maintains housekeeping standards as required. When machine is down for mechanical or electrical repairs, employee is to utilize his time by cleaning his/her working area or other areas as designated by supervisor.	Compare/Contrast with prescribed quality standards. Read and summarize JSA. Clear oral communication. Technical vocabulary.	Communication Materials Communication Materials Reading Materials	Survey Survey Survey	IEP				

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Delivery Operator (cont.)**Job Duties**

Follows all safety policies and reports any unsafe conditions or acts to your supervisor immediately.

Any other responsibilities assigned by the supervisor.

Educational Objectives

Read and summarize JSA.

Clear oral communication. Communicate details.

Clear oral communication. Technical vocabulary.

Curriculum

Reading Materials
MSDS Materials

Communication Materials
Communication Materials

Communication Materials
Reading Materials

Assessment

Quiz

Quiz

Survey

Outcome

IEP

Survey

Survey

Crit. Rating

IEP

Survey

Survey

Duty Task #

IEP

Quiz

Quiz

Fre. Skill Frequency/Value

IEP

Survey

Survey

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<u>Job Title:</u> Entry Operator	<u>Job Purpose:</u> Applies and records correct style and quantity of cloth to each lot.	<u>Skills</u> Sews rolls together, makes quality checks, and assists in minimizing downtime.						
<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Frequency</u>	<u>Skill Value</u>
Obtains control sheets and keeps in proper sequence to be bleached.	Sequencing.	Reading Materials Math Materials	Quiz Locator/Quiz	IEP	IEP			
	Read and interpret codes and numbers on form.	Reading Materials Math Materials	Quiz Locator/Quiz	IEP	IEP			
	Clear oral communication.	Communication Materials	Survey					
Checks each roll to insure correct style, width, and mill for lot is assigned.	Compare and contrast with proper measure. Interpret style codes.	Communication Materials	Survey					
Marks beginning and end of each lot with lot number, style, or other special information.	Transfer codes from form to lot. Interpret and clearly and briefly restate special information. Technical vocabulary.	Reading Materials	Quiz	IEP	IEP			
		Reading Materials	Quiz	IEP	IEP			
Attaches Greige roll ticket to control sheet, stamps if necessary.	Sequencing. Cause and effect.	Reading Materials Math Materials	Quiz Locator/Quiz	IEP	IEP			
Scans roll tickets and control sheet with MEQ wand. Enters data into range control systems.	Sequencing. Keyboarding (enter code, enter, esc). Read screen.	Reading Materials Math Materials Mac Tour	Quiz Locator/Quiz	IEP	IEP			
	Follow sequential procedural directions.	Reading Materials Math Materials	Quiz Locator/Quiz	IEP	IEP			

Entry Operator (cont.)

Job Duties	Educational Objectives	Curriculum	Assessment	Crit. Task #	Duty Rating	Task #	Frequency	Skill
Monitors singers and air guides. Adjusts air guides for different widths of cloth.	Read and summarize JSA. Cause and effect.	Reading Materials MSDS Program	Quiz					
Checks Greige cloth for quality defects, notifies supervisor per S.O.P.	Compare and contrast with prescribed quality standards. Decision making. Clear oral communication.	Communication Materials Survey Problem Solving Materials Survey Communication Materials Survey	IEP					
Maintains housekeeping standards as required. When machine is down for repairs, use time to perform cleaning duties.	Read and summarize MSDS. Read and summarize JSA. Read and summarize cleaning duties Read and summarize MSDS sheets.	Reading Materials MSDS Program Reading Materials MSDS Program Reading Materials	Quiz Quiz Quiz					IEP
Assists in repairing breakouts/ wrapups throughout the range.	Read and summarize JSA. Clear oral communication. Technical vocabulary. Follow sequential procedural directions.	Reading Materials MSDS Program Communication Materials Survey Reading Materials Math Materials	Quiz Quiz Locator/Quiz					IEP

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<u>Entry Operator (cont.)</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Frequency</u>	<u>Skill value</u>
Job Duties							
Be familiar with and abide by plant and job safety procedures and report any unsafe conditions or acts to supervisor immediately.	Read and summarize JSA.	Reading Materials MSDS Program	Quiz	IEP			
	Read and summarize MSDS sheets.	Reading Materials MSDS Program	Quiz	IEP			
	Clear oral communication of events.	Communication Materials	Survey	IEP			
	Technical vocabulary.	Reading Materials	Quiz	IEP			
	Clear oral communication.	Communication Materials	Survey	IEP			
	Technical vocabulary.	Reading Materials	Quiz	IEP			
	Read and summarize JSA.	Reading Materials MSDS Program	Quiz	IEP			
Any other responsibilities assigned by supervisor.							

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**FINISHING PLANT
(Dye Department)**

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Job Title: Dye Range Operator

Job Purpose: Controls Dye Range. Observes control panel and equipment to detect quality operation. Adjust controls as necessary to dye cloth within quality specifications. Maintain correct heat in thermosol chamber. Observe dye pad to insure an even air flow into dye pad. Report to supervisor any condition that is out of specifications. Keep selvages turned out.

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit.</u>	<u>Duty Rating</u>	<u>Task #</u>	<u>Frequency</u>	<u>Skill Value</u>
Check line up for dyeing cloth. Verify that correct style and quantity is received at spray.	Clear interpretation of written and oral information. Math: +, -, estimation.	Reading Materials Math Materials	Quiz Locator/Quiz	IEP IEP					
Check other sections of the dye range to verify range is cleaned between color changes.	Read and summarize JSA.	Reading Materials	Quiz	IEP					
Operate dye range at standard operating speeds. Any variation must be approved by supervisor.	Compare/contrast with standard	Communication Materials	Survey						
Coordinate with chemical mixer as to color changes, when a boil out for the dye pad is necessary, etc.	Interpret written info from chart.	Reading Materials	Quiz	IEP					
Assist spray operator in unwrapping rolls.	Clear oral communication.	Communication Materials	Survey						
Observe cloth processed through machine to detect flaws such as holes and torn selvages. Also looks for lot and width changes.	Read and summarize JSA.	Reading Materials	Quiz	IEP					
	Clear oral communication.	Communication Materials	Survey						
	Compare/contrast with prescribed standard.	Communication Materials	Survey						
	Estimation of measure.	Math Materials	Locator/Quiz	IEP					
	Standard measurement - width.	Measurement Materials	Locator/Quiz	IEP					

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Dye Range Operator (cont.)

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Fre- quency</u>	<u>Skill value</u>
grease spots to supervisor. Signals lot changes, holes, width changes, and other defects to the following operators using the ringing system. When observed, correct folded selvages.	Clear oral communication.	Communication Materials	Survey				
Check production report to insure correct information.	Math (+, -X, estimation) Interpret written info accurately.	Math Materials Reading Materials	Locator/Quiz Quiz	IEP IEP			
In the event of a wrap up, tear out, etc. go to the problem area and assist the other machine operators in disentangling the wrap up and tear out, etc. Assist until cloth is rethreaded and machine is ready to adjust.	Read and summarize JSA. Clear oral communication.	Reading Materials Communication Materials	Quiz Survey	IEP			
Maintains housekeeping standards as required.							
Report needed repairs or service requirements to supervisor.	Clear oral communication. Clear written communication. (write work order) Technical vocabulary.	Communication Materials Reading Materials Communication Materials Reading Materials	Survey Quiz Survey Quiz	IEP IEP			
Report any change or improvements that may upgrade the safety conditions in the work area and/or production area.	Clear oral communication. Critical thinking. Problem solving. Technical vocabulary.	Communication Materials Reading Materials Problem Solving Materials Problem Solving Materials Reading Materials	Survey Quiz Survey Survey Quiz	IEP			

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Dye Range Operator (cont.)

Job Duties	Educational Objectives	Curriculum	Assessment	Crit. Rating	Duty Task #	Fre- quency	Skill Value
Other responsibilities are assigned by the supervisor.	Clear oral communication.	Communication Materials Reading Materials Reading Materials Reading Materials	Survey Quiz Quiz Quiz	IEP IEP IEP			
	Technical vocabulary. Read and summarize JSA. Read and summarize MSDS.	Communication Materials Reading Materials Reading Materials	Survey Quiz	IEP			
Assist all other machine operators whenever equipment is stopped so that all downtime is held to an absolute minimum.	Clear oral communication. Read and summarize JSA.	Communication Materials Reading Materials	Survey Quiz	IEP			
	Technical vocabulary. Context clues.	Reading Materials Reading Materials	Quiz Quiz	IEP IEP			
Be familiar with and abide by plant and job safety procedures and report any unsafe conditions or acts to your supervisor	Read and summarize JSA. Clear oral communication. Technical vocabulary.	Reading Materials	Survey	IEP			
For rolls doffed off	a) Inspect for defects by rolling at least 2 yards back (defects: holes, oil, or grease on salvage, damaged selvage, dye spots, etc.) b) tear off 6 inch wide shade, bow/bias patch. c) Check shade patch against either approved standard or approved shade patch.	Compare/contrast with standard. Measurement. Estimation.	Communication Materials Measurement Materials Math Materials	Survey Locator/Quiz Locator/Quiz			

Job Title: Dye/Range Delivery (02-2353)
Job Purpose: Doffs and wraps cloth from delivery end of dye range. Observes cloth as it winds up and notifies range operator of defects.
Notifies Supervisor when defect cannot be corrected by adjustments on the machine. Operates winder at speeds, consistent with dye range.
 Keep cloth in air guides and straight on roll. Doff rolls and wrap in polyethylene. Enter correct information into computer and on lot sheets.
 Take shade patch at every roll.

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
Verify control sheet and line-up order with range operator and/or supervisor.	Clear oral communication. Summarize written information - prose and charts.	Communication Materials Reading Materials	Survey Quiz	IEP				
Adjust air guides at width changes.	Read and summarize JSA.	Reading Materials	Quiz	IEP				
	Measurement. Estimation. Compare/contrast with prescribed standard.	Measurement Materials Math Materials Communication Materials	Locator/Quiz Locator/Quiz Survey	IEP IEP				
Doff roll at seam and get 6" shade patch.	Follow sequential, procedural directions.	Math Materials	Locator/Quiz	IEP				
	Standard measurement - length. Estimation.	Measurement Materials Math Materials	Locator/Quiz Locator/Quiz	IEP IE?				
Inspect cloth constantly. Check for holes, dye spots, water spots, oil, grease, turned selvage or anything that can be considered a quality problem.	Compare/contrast with prescribed standard.	Communication Materials	Survey					

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<u>Duty/Range</u>	<u>Delivery</u> (cont.)	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Fre. quency</u>	<u>Skill value</u>
Duties In the event of a wrap up or breakout, go immediately to the problem area to assist in correcting the problem.		Clear oral communication. Follow sequential, procedural directions. Technical vocabulary. Context clues.	Communication Materials Math Materials Reading Materials Reading Materials	Survey Locator/Quiz Quiz Quiz	IEP IEP IEP IEP				
Bundle any waste cloth									
Property wrap roll using polyethylene and tie ends using tie wire twister. Hang ticket on roll using ticket procedure.	Follow sequential, procedural directions. Read and summarize JSA.		Math Materials Reading Materials	Locator/Quiz Quiz	IEP IEP				
Enter correct information into the computer and on the control sheets.	PC Skills (tab, kb, enter). Enter written info appropriately on forms.	Mac Tour	Reading Materials	Quiz	IEP				
Assist in cleaning machine (steamer, red rays, steam cans, etc.) as directed by a supervisor through the range operator.	Clear oral communication. Follow sequential, procedural directions. Technical vocabulary. Read and summarize JSA.		Communication Materials Math Materials Reading Materials Reading Materials	Survey Locator/Quiz Quiz Quiz	IEP IEP IEP IEP				
Run leader rolls with the same care taken for production goods. Resupply wrapping material as needed.	Follow sequential, procedural directions.		Math Materials	Locator/Quiz	IEP				

<u>Dye/Range</u>	<u>Delivery</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Crit.</u>	<u>Rating</u>	<u>Duty Task #</u>	<u>Frequency</u>	<u>Skill Value</u>
Job Duties									
Report needed repairs or service requirements		Clear oral communication. Technical vocabulary.	Communication Materials Reading Materials	Survey Quiz	IEP				
		Clear written information (write work order)	Reading Materials	Quiz	IEP				
Report any change or improvement that may upgrade the safety conditions in the work and/or production area.		Clear oral communication. Technical vocabulary.	Communication Materials Reading Materials Reading Materials	Survey Quiz Quiz	IEP IEP				
Maintain housekeeping standards as required.		Problem Solving. Critical Thinking skills.	Problem Solving Materials Problem Solving Materials	Survey Survey					
Other responsibilities as assigned by supervisor.		Read and comprehend JSA.	Reading Materials	Quiz	IEP				
Assist all other operators whenever equipment is stopped so that downtime is held to an absolute minimum.		Clear oral communication. (context clues, details). Technical vocabulary.	Communication Materials Reading Materials Reading Materials	Survey Quiz	IEP				

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<u>Duty/Range</u>	<u>Delivery</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Frequency</u>	<u>Skills</u>
<u>Job Duties</u> Be familiar with and abide by plant and job safety procedures and report any unsafe conditions or acts to your supervisor immediately.	Read and summarize JSA.	Clear oral communication.	Reading Materials MSDS Program Communication Materials Reading Materials Reading Materials	Quiz Survey Quiz IEP	IEP			

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Job Title: Dye Pad Operator (02-2350)
Job Purpose: Removes plastic from roll and checks ticket information with line-up. Lines cloth up whether in the cradle or on A-frames so as to keep it as straight as possible through machine. Maintains a level of cloth in spray to keep dye range running efficiently. Inspects cloth for damaged goods and removes as needed. Keeps cloth in air guides and selvages flat. Rings up lot changes as they occur. Keeps dye in dye pad and monitors flow and pad setting.

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. IEP</u>	<u>Duty Rating</u>	<u>Task #</u>	<u>Fre- quency</u>	<u>Skill value</u>
Removes polyethylene from roll (or A-frame) and aligns to go straight from cradle to dye pad air guides.	Read and summarize JSA.	Reading Materials	Quiz						
Checks ticket information with line-up.	Compare/contrast with standard Interpret written info.	Communication Materials	Survey						
Verifies line-up with range operator and/or supervisor.	Clear oral communication.	Communication Materials Reading Materials	Survey Quiz						
Maintains adequate level of cloth in spray to keep dye range running efficiently.	Estimation of quantity.	Math Materials	Locator/Quiz						
Inspects cloth before and while running, being alert to any potential problems.	Comprehend/contrast with prescribed standard.	Communication Materials	Survey						
Removes damaged cloth and bundles it.	Read and summarize JSA.	Reading Materials	Quiz						
Carefully sews seams.	Read and summarize JSA.	Reading Materials	Quiz						
Cuts two small holes at each lot change so as to be visible to delivery operator.	Follow directions carefully.								

Dye Pad Operator (cont.)	Job Duties	Educational Objectives	Curriculum	Assessment	Crit. Rating	Duty Task #	Fre- quency	Skill value
Rings lot change up and records information on daily production report.	Estimation. Appropriately enter written information	Math Materials Forms	Locator/Quiz IEP					
Keeps cloth in air guides and selvages flat.	Read and summarize JSA.	Reading Materials	Quiz	IEP				
Maintains dye level in pad and monitors pad settings.	Interpret written info from chart.	Reading Materials	Quiz	IEP				
Coordinates leader rolls for color changes with range operator and tow motor driver.	Clear oral communication.	Communication Materials	Survey					
In the event of a wrap up or breakout, go to the problem area and assist in correcting the problem.	Clear oral communication. Read and summarize JSA.	Communication Materials Reading Materials	Survey Quiz	IEP				
Coordinates leader rolls for color changes with range operator and tow motor driver.	Technical Vocabulary	Reading Materials	Quiz	IEP				
Dumps dye pad and rinses with water while running leader roll. Calls for dye when needed.	Follow sequential, procedural directions. Read and summarize JSA.	Math Materials	Locator/Quiz	IEP				
Assists in cleaning machine (steamer, dye pad, steam cans, red rays) as directed by supervisor through range operator.	Clear oral communication.	Communication Materials Reading Materials	Survey Quiz	IEP				
	Follow sequential, procedural directions. Read and summarize JSA.	Math Materials	Locator Quiz	IEP				
		Reading Materials	Quiz	IEP				

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Dye Pad Operator (cont.)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill value
Report needed repairs or service requirements to supervisor.	Clear oral communication. Clear written information (write work order). Technical vocabulary.	Communication Materials Reading Materials	Survey Quiz	Quiz	IEP			
Report any change or improvement that may upgrade the safety conditions in the work and/or production area.	Clear oral communication. Technical vocabulary.	Communication Materials Reading Materials	Survey Quiz	Quiz	IEP			
Maintain housekeeping standards as required.	Critical thinking. Problem Solving.	Problem Solving Materials	Survey Survey	Quiz	IEP			
Other responsibilities as assigned by the supervisor.	Read and summarize JSA.	Reading Materials	Survey Quiz	Quiz	IEP			
Assist all other operators whenever equipment is stopped so that downtime is held to an absolute minimum.	Clear oral communication. Read and summarize JSA.	Communication Materials Reading Materials	Survey Quiz	Quiz	IEP			
Be familiar with and abide by plant and job safety procedures and report any unsafe conditions or acts to your supervisor immediately.	Clear oral communication. Read and summarize JSA. Technical vocabulary.	Communication Materials Reading Materials	Survey Quiz	Quiz	IEP			

FINISHING PLANT
(Maintenance Department)

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Job Title: Plant Clerk 1

Job Purpose: Responsible for maintaining files, records, answering phone and typing memos and performing other clerical duties as required.

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty	Task #	Frequency	Skill Value
Maintains all P.M. (Preventive Maintenance) records on computer.	Reading/interpreting forms Computer literacy	Reading Materials Mac Tour Vocabulary Program Communication Materials Reading Materials Vocabulary Program	Quiz	IEP					
	Comparison Vocabulary			25 Word Test Survey Quiz	24/25				
Files all completed P.M. records.	Alphabetizing	Reading Materials	Quiz	IEP					
Performs daily entry of completed work orders on computer.	Prioritizing Computer literacy	Mac Tour Vocabulary Program Reading Materials	25 Word Test Quiz	IEP					
	Interpreting others' written communication Communication Problem solving Vocabulary	Communication Materials Problem Solving Materials Reading Materials Vocabulary Program	Survey Survey Quiz	25 Word Test	24/25				
File all completed work orders, by department.	Organize/sort								
Maintains back log list for incomplete work orders.	Written communication Organizing Drawing Conclusions	Reading Materials Communication Materials	Quiz Survey	IEP					

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<u>Plant Clerk (cont.)</u>	<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Fre-quency</u>	<u>Skill Value</u>
Records daily down time on all production machinery for all shifts and departments.		Organizing Gathering information from forms +,-x,/ Communication Vocabulary	Forms	Math Materials Communication Materials Reading Materials Vocabulary Program	Locator/Quiz Survey Quiz 25 Word Test	IEP		24/25	
Prepare weekly propane gas usage report.		Forms - written communication Interpretation	Communication Materials Reading Materials Forms	Survey Quiz		IEP			
Prepare weekly P.V.A. report.		Interpret information Forms - written communication +,-x,/ Comparison Vocabulary	Reading Materials Communication Materials Forms Reading Materials Communication Materials Math Materials	Quiz Survey Locator/Quiz Quiz Survey Locator/Quiz	IEP IEP IEP			24/25 IEP	
Prepare weekly Maintenance Work Order report. +,-x,/ *		Compile/interpret information Comparison Drawing conclusions Vocabulary	Vocabulary Program Reading Materials	25 Word Test Quiz	IEP			IEP	
			Reading Materials	Quiz	IEP			IEP	
			Communication Materials Communication Materials Reading Materials Vocabulary Program	Survey Survey Quiz 25 Word Test	IEP			24/25	

<u>Plant Clerk (cont.)</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Fre- quency</u>	<u>Skill value</u>
Job Duties							
Distributes and receives all mail for maintenance dept.	Sorting Communication	Communication Materials	Survey.				
Escorts all vendors in plant.	Communication	Communication Materials	Survey				
Calls vendors for prices and orders.	+,-x,/ Communication Forms - interpreting, using	Math Materials Communication Materials Reading Materials Forms Problem Solving Materials	Locator/Quiz Survey Quiz Survey	IEP	IEP		
Maintains all maintenance files.	Sorting/Organizing Using system for ordering Vocabulary	Reading Materials Vocabulary Program	Quiz 25 Word Test	IEP 24/25			
Keeps up with weekly employee hours.	+,-x,/ Forms - reading, completing	Math Materials Reading Material Forms	Locator/Quiz Quiz	IEP IEP			
Maintains J.S.A. book.	Vocabulary	Reading Materials Vocabulary Program	Quiz 25 Word Test	IEP 24/25			
Maintains M.S.D.S. book.	Sorting/organizing Reading Comprehension Vocabulary	Reading Materials Vocabulary Program	Quiz 25 Word Test	IEP IEP IEP 24/25			
	Sorting/organizing Reading Comprehension	Reading Materials	Quiz	IEP			

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<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Frequency</u>	<u>Skill Value</u>
Ensures all requisitions follow proper procedures.	Sequence	Reading Materials Math Materials Forms	Quiz Locator/Quiz	IEP IEP				
Performs other clerical/secretarial duties as assigned by supervisors.	Writing skills Grammar Communication Proofreading	Writing Materials Reading Materials Communication Materials Reading Materials	Quiz Quiz Survey Quiz	IEP IEP				
Be aware of and abide by plant and job safety procedure. Report any unsafe conditions or acts immediately to supervisor	Observation/interpretation Drawing conclusions Sequence Analysis	Communication Materials Reading Materials Math Materials	Survey Quiz Locator/Quiz	IEP				

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Job Title: Instrument Technician**Job Purpose:** Installation, calibration, and maintenance of process control systems on productive and auxiliary equipment.

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Frequency</u>	<u>Skill Value</u>
Use various types of test equipment to diagnose and repair malfunctioning control systems on productive equipment. These instruments include but are not limited to oscilloscopes, digital and analog volt ohm meters, manometers and infrared scanners.	Measurement Safety Sequence Vocabulary	Measurement Materials Reading Materials Math Materials Reading Materials Vocabulary Program	Locator/Quiz Quiz Locator/quiz Quiz 25 Word Test	IEP IEP IEP IEP 24/25			
Use and understand complicated blueprints, schematic diagrams and line drawings to install and maintain control equipment.	Blueprint Reading Schematic reading Diagram reading/interpretation Math - scale Geometry Visual (2D to 3D) thinking Analysis Problem solving	Reading Materials Math Materials	Quiz Locator/Quiz	IEP IEP			
Perform installation and maintenance of equipment such as level, temperature and flow, control and indication, and flow, control and indication.	Dial reading/interpretation Drawing conclusions Sequence Problem solving Vocabulary	Problem Solving Materials Reading Materials Communication Materials Reading Materials Math Materials Problem Solving Materials Reading Materials Vocabulary Program	Survey Quiz Survey Locator/Quiz Survey Quiz 25 Word Test	IEP IEP IEP IEP IEP 24/25			

Instrument Technician (cont.)	Educational Objectives	Curriculum	Assessment	Crit. Rating	Duty Task #	Frequency	Skill Value
Job Duties							
Install control equipment, tubing and wiring necessary to operate and maintain process controls.	Sequence	Reading Materials Math Materials Reading Materials Measurement Materials	Quiz Locator/Quiz Quiz Locator/Quiz	IEP IEP IEP IEP			
Perform calibration and routine maintenance, including periodic checks of level indication and control devices.	Safety Measurement	Reading Materials Math Materials Reading Materials Math Materials	Quiz Locator/Quiz Quiz Locator/Quiz	IEP IEP IEP IEP			
Routine maintenance and reconditioning of electrically actuated pneumatic valves.	Sequence	Reading Materials	Quiz	IEP	Locator/Quiz	IEP	
Maintenance of plant process control computer systems including making backups of critical programs and routine programming modifications.	Safety Measurement	Measurement Materials	Math Materials Locator/Quiz	IEP			
Computer skills		Mac Tour Vocabulary Program Sequence Math Materials Problem Solving Materials Problem Solving Materials	25 Word Test Reading Materials Locator/Quiz Survey Survey	24/25	Quiz IEP		

Instrument Technician (cont.)

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Fre- quency</u>	<u>Skill Value</u>
Assist in maintenance record keeping and in establishing P.M. programs in areas of responsibility.	Decision making Forms - filling out - designing Sequence	Problem Solving Materials Forms	Survey	Quiz Locator/Quiz Survey	IEP IEP			
Aid in day-to-day training of technicians of lower classifications.	Communication Sequence	Reading Materials Math Materials Communication Materials	Quiz Locator/Quiz	IEP IEP				
	Breaking problems down to component parts	Communication Materials Reading Materials Math Materials Word Problems	Survey Quiz Locator/Quiz	IEP IEP				
	Cause & Effect Vocabulary	Reading Materials Vocabulary Program	Quiz	25 Word test	IEP	24/25		
	Cooperation Team Building	Communication Materials Problem Solving Materials Communication Materials	Survey	Survey	IEP			
		Communication Materials Math Materials Measurement Materials Reading Materials Vocabulary Program	Survey	Survey	IEP IEP IEP			
Assist all other technicians (Technician I) in the performance of their duties and may, at any time, perform duties of the lower classifications.	Communication Math Measurement Vocabulary	25 Word Test	IEP IEP IEP					
Assist other maintenance personnel in the performance of their duties.	Communication Team building	Communication Materials Problem Solving Materials Communication Materials	Survey Survey Survey					

Instrument Technician (cont.)	Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Fre- quency	Skill Value
	Be familiar with and abide by plant and job safety procedures.	Reading Comprehension Problem solving Decision making Cause & Effect Analysis	Reading Materials Problem Solving Materials Problem Solving Materials	Quiz Survey Survey	IEP				
	Be familiar with and abide by plant and departmental rules.	Reading Comprehension Vocabulary Decision making	Reading Materials Reading Materials Vocabulary Program Problem Solving Materials	Quiz Quiz 25 Word Test Survey	IEP IEP 24/25				
	Maintain housekeeping standards as required.	Cause & Effect Safety Planning	Reading Materials	Quiz	IEP				

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Job Title: Electrician 21

Job Purpose: Installation, repair and maintenance of electrical equipment, wiring, high and low voltage circuits, and electrical control systems in accordance with applicable national, state and local codes.

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit.	Duty Rating	Task #	Frequency	Skill Value
Use various types of meters and test equipment commonly used to detect and diagnose electrical problems. Equipment includes, but is not limited to oscilloscope, digital and analog volt ohm meters and clamp on and series ammeters.	Sequence Math Materials Safety Reading Dials/diagrams Measurement Vocabulary	Reading Materials Locator/Quiz Reading Materials Reading Materials Measurement Materials Reading Materials Vocabulary Program	Quiz IEP Quiz IEP Quiz IEP Quiz IEP	IEP					
	Analytical Thinking Blueprint Reading Schematic reading Diagram reading/interpretation Math -scale Geometry Visual (2D to 3D) thinking Analysis Problem solving Electrical terms	Reading Materials Reading Materials Reading Materials Math Materials Math Materials	Quiz Quiz Quiz Locator/Quiz Locator/Quiz	IEP IEP IEP IEP					
	Vocabulary Safety Sequence Algebra	Problem Solving Materials Reading Materials Vocabulary Program Reading Materials Vocabulary Program Reading Materials Reading Materials Math Materials Math Materials	Survey Quiz 25 Word Test Quiz 25 Word Test Quiz Quiz Locator/Quiz Locator/Quiz	IEP IEP IEP IEP IEP IEP IEP					

Electrician 21 (cont.)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill	Frequency Value
Installation and maintenance of power distribution systems for machinery and lighting systems.	Safety Sequence Logical progression Decision Making Problem Solving Estimation Breaking problems down to component parts	Reading Materials Math Materials Math Materials Problem Solving Materials Problem Solving Materials Math Materials Word Problems	Quiz Locator/Quiz Locator/Quiz	IEP IEP IEP					
Installs conduit, wiring and control equipment, completing all connections and performs required testing prior to energizing circuits.	Safety Sequence Measurement Logical thinking. Analytical thinking Reading Comprehension Metric conversion Estimation Time management Planning Visual thinking Electrical terms	Reading Materials Reading Materials Math Materials Measurement Materials Problem Solving Materials Reading Materials Measurement Materials Math Materials	Quiz Quiz Locator/Quiz Locator/Quiz Survey	IEP IEP IEP IEP					
Performs disassembly, repair and reassembly of electric motors and generators.	Safety Measurement Metric conversion Electrical terms Math - formulas/ Analytical thinking Cause & Effect	Reading Materials Vocabulary Program Reading Materials Measurement Materials Measurement Materials Reading Materials Vocabulary Program Math Materials	Quiz Locator/Quiz Locator/Quiz Quiz 25Word Test Locator/Quiz	IEP IEP IEP IEP 24/25 IEP					

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Electrician 21 (cont.)

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Frequency</u>	<u>Skill Value</u>
Specifies repair and replacement parts necessary to perform job duties.	Sequence	Reading Materials	Quiz Math Materials	IEP Locator/Quiz	IEP		
Planning Communication	Writing - communication	Communication Materials Communication Materials Reading Materials	Survey Survey Quiz	IEP			
Accuracy in measurement, terms, part names							
Assist in maintenance record keeping and in establishing P.M. programs in areas of responsibility.	Written communication Forms filled out Designing forms/jobs Communication Reading Comprehension Electrical terms Logical thinking Sequence	Communication Materials Reading Materials Forms Communication Materials Reading Materials Vocabulary Program Math Materials Reading Materials Math Materials	Survey Quiz Quiz 25 Word Test Locator/Quiz Quiz Locator/Quiz	IEP IEP IEP 24/25 IEP IEP IEP			

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Electrician 21 (cont.)**Job Duties**

Install, calibrate and maintain control circuits and devices. Aid in day-to-day training of electricians of lower classification.

Educational Objectives	Curriculum	Assessment	Crit. Rating	Duty Task #	Fre- quency	Skill Value
Measurement	Measurement Materials	Locator/Quiz	IEP			
Reading Comprehension	Reading Materials	Quiz	IEP			
Metric conversion	Measurement Materials	Locator/Quiz	IEP			
	Decision making	Problem Solving Materials	IEP			
Communication	Communication Materials	Survey	Survey			
Cooperation	Communication Materials	Survey	Survey			
Team building	Communication Materials	Survey	Survey			
Electrical terms	Problem Solving	IEP	IEP			
Cause & Effect	Reading Materials	Quiz	24/25			
Logical thinking	Vocabulary Program	25 Word Test				
Sequence	Math Materials	Locator/Quiz				
	Problem Solving Materials	Survey				
Breaking problems	Reading Materials	Quiz				
down to their com- ponent parts	Math Materials	Locator/Quiz				
	Word Problems					
Assist all other electricians (electrician 1) in the performance of their duties and may, at any time, perform duties of the lower classifications.	Communication Materials	Survey				
	Communication Materials	Survey				
	Communication Materials	Survey				
	Problem Solving Materials	Survey				
	Problem Solving Materials	Quiz				
	Vocabulary Program	IEP				
Assist other maintenance personnel in the performance of their duties.	Reading Materials	25 Word Test	24/25			
	Communication Materials	Survey				
	Communication Materials	Survey				
	Communication Materials	Survey				
	Problem Solving					

Electrician 21 (cont.)**Job Duties**

Be familiar with and abide by plant and job safety procedures.

Be familiar with and abide by plant and departmental rules.

Maintain housekeeping standards as required.

Educational Objectives**Curriculum**

Reading Materials
Communication Materials
Reading Materials
Math Materials

Reading Materials

Reading comprehension
Cause & Effect
Planning

Reading Materials
Math Materials

Planning
Sequence

Job Duties**Educational Objectives****Curriculum**

Quiz
Survey
Quiz
Locator/Quiz

Quiz
IEP

IEP

IEP

Assessment

IEP

Job Title: Analyst Planner

Job Purpose: Assist supervisor in overseeing maintenance responsibilities. Must plan schedule and perform hands on work, as well as provide leadership for the department.

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Fre- quency</u>	<u>Skill value</u>
Work side by side with fellow craftsmen.	Communication Cooperation Team building	Communication Materials Communication Materials Communication Materials Problem Solving	Survey Survey Survey					
	Vocabulary	Reading Materials Vocabulary Program Problem Solving Materials	Quiz Quiz	25 Word Test Survey	IEP 24/25			
	Creative thinking Analytical thinking							
	Vocabulary	Reading Materials Vocabulary Program Communication Materials Problem Solving Materials	Quiz	25 Word Test Survey	IEP 24/25			
	Communication	Problem Solving Materials						
Must be skilled in the use of maintenance equipment and diagnosing problems with production equipment including, but not limited to: gas, air, steam and water systems, and general building repairs.	Decision-making Problem-solving Analytical thinking Creative thinking Critical thinking Logical thinking	Problem Solving Materials Problem Solving Materials Math Materials Problem Solving Materials	Survey Survey Survey	Locator/Quiz Survey	IEP			
	Cause & Effect Sequence	Reading Materials Math Materials Measurement Materials Measurement Materials Math Materials	Quiz Locator/Quiz Locator/Quiz Locator/Quiz Locator/Quiz	IEP IEP IEP IEP IEP				
	Measurement Metric Conversion Algebra							

Analyst Planner (cont.)**Job Duties**

Assist in establishing P.M. systems and schedules and maintenance record keeping

Educational Objectives

Designing forms Sequence

Reading Comprehension

Communication

Planning

Time management

Specifies needed replacement equipment and parts.

Vocabulary

Sequence

Measurement

Problem solving

Metric conversion

+,-,x,/

Aids in the training of craftsmen of lower classifications.

Communication

Cooperation

Team building

Planning

Sequence

Breaking problems down to their component parts

Application

Curriculum

Forms

Reading Materials

Reading Materials

Communication Materials

Quiz

Math Materials

Quiz

Survey

Quiz

Math Materials

Quiz

Survey

Quiz

Locator/Quiz

Quiz

Locator/Quiz

Survey

Locator/Quiz

Locator/Quiz

Reading Materials

Math Materials

Reading Materials

Math Materials

Measurement Materials

Problem Solving Materials

Measurement Materials

Math Materials

Communication Materials

Communication Materials

Communication Materials

Problem Solving

Reading Material

Math Materials

Word Problems

Assessment

Quiz

Math Materials

Quiz

Survey

Analyst Planner (cont.)**Job Duties**

Must be willing and able to delegate work and see that it is carried out in a safe and cost effective manner.

Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
Communication	Communication Materials	Survey					
Cooperation	Communication Materials	Survey					
Team building	Communication Materials	Survey					
	Problem Solving						
	Reading Materials						
Safety		Quiz		IEP			
Planning							
Analytical Thinking							
Logical thinking							
Time management	Math Materials		Locator/Quiz				
Synthesis	Problem Solving Material		Survey				
Sequence							
Cause & Effect	Reading Materials	Quiz		IEP			
Details - recognizing	Math Materials	Locator/Quiz		IEP			
& ordering							
Budget skills	Math Materials						
	Communication	Communication Materials	Survey				
	Cooperation	Communication Materials	Survey				
	Team building	Communication Materials	Survey				
		Problem Solving					

Assist all other maintenance personnel in the performance of their duties, and may at any time perform the duties of the lower classifications.

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Analyst Planner (cont.)	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
Job Duties								
Be able to communicate to the supply department, part numbers, descriptions, etc. from drawings as well as machinery, to aid in acquiring needed parts and equipment.	German vocabulary Vocabulary	Reading Materials	Quiz Vocabulary Program	IEP Locator/Quiz	IEP			
	Measurement Analysis Blueprint reading Schematic reading Communication Planning Metric Conversion Decision-making Reading Comprehension	Measurement Materials	Quiz Vocabulary Program	IEP Locator/Quiz	IEP			
		Communication Materials	Survey					
		Measurement Materials Problem Solving Materials Reading Materials	Locator/Quiz Survey Quiz	IEP				
		Math Materials						
		Forms Communication Materials Measurement Materials Math Materials	Survey Locator/Quiz Locator/Quiz Locator/Quiz	IEP IEP IEP				
Contact vendors to acquire parts for production equipment.	Forms - filling out Communication Measurement +, x, / Estimation	Math Materials						
Coordinate and plan work schedules and priorities.	Planning Sequence Logical thinking	Reading Materials Math Materials	Quiz Locator/Quiz Survey	IEP IEP				
	Communication Cooperation Team building	Problem Solving Materials Communication Materials Communication Materials	Survey Survey Survey					
	Ranking in order-prioritizing	Problem Solving Materials	Survey					

Analyst Planner (cont.)	Educational Objectives	Curriculum	Assessment	Crit. Rating	Duty Task #	Fre- quency	Skill value
Job Duties Assist managers in scheduling downtime work in production equipment.	Communication Planning Ranking in priority order Analytical thinking Problem solving Sequence	Communication Materials	Survey				
	Safety Reading Comprehension Cause & Effect Analysis	Problem Solving Materials Reading Materials Math Materials	Survey Quiz Locator/Quiz	IEP			
Be familiar with and abide by plant and job safety procedures.	Reading Materials Reading Materials	Reading Materials	Quiz Quiz	IEP IEP			
Be familiar with and abide by plant and departmental rules.	Reading Comprehension Sequence	Reading Materials Reading Materials Math Materials Communication Materials	Quiz Quiz Locator/Quiz Survey	IEP IEP IEP IEP			
	Communication						
This job description only lists the principle duties of the job. Incidental or additional duties may be assigned and such duties are considered a part of this job.		Synthesis Creative thinking Problem solving	Problem Solving Materials Problem Solving Materials	Survey Survey			

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Job Title: Section Leader

Job Purpose: Assist supervisor in overseeing maintenance responsibilities. Must plan schedule and perform hands on work, as well as provide leadership for the department.

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Fre- quency</u>	<u>Skill Value</u>
Work side by side with fellow craftsmen.	Communication Cooperation Team building	Communication Materials Communication Materials Communication Materials Problem Solving Reading Materials Vocabulary Program Problem Solving Materials	Survey Survey Survey	Quiz 25 Word Test Survey	IEP 24/25			
	Vocabulary Creative thinking Analytical thinking							
	Vocabulary	Reading Materials Vocabulary Program Communication Materials Problem Solving Materials Problem Solving Materials	Quiz 25 Word Test Survey Survey	Quiz 25 Word Test Survey	IEP 24/25			
Must be skilled in the use of maintenance equipment and diagnosing problems with production equipment including, but not limited to: gas, air steam and water systems, and general building repairs.	Communication Decision-making Problem-solving Analytical thinking Creative thinking Critical thinking Logical thinking	Problem Solving Materials Problem Solving Materials Math Materials Problem Solving Materials	Survey Survey Locator/Quiz Survey	Survey Survey Locator/Quiz Survey	IEP			
	Cause & Effect Sequence	Reading Materials Math Materials	Quiz Locator/Quiz	IEP				
	Measurement Metric Conversion Algebra	Measurement Materials Measurement Materials Math Materials	Locator/Quiz Locator/Quiz Locator/Quiz	IEP IEP IEP				

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<u>Section Leader (cont.)</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Crit. Outcome</u>	<u>Duty Rating</u>	<u>Task #</u>	<u>Fre- quency</u>	<u>Skill Value</u>
Job Duties Assist in establishing P.M. systems and schedules and maintenance record keeping.	Designing forms Sequence Reading comprehension Communication Planning Time management	Reading Materials Reading Materials Communication Materials	Quiz Quiz Survey	IEP IEP				
Specifies needed replacement equipment and parts.	Vocabulary Sequence	Reading Materials Vocabulary Program Reading Materials Math Materials	Quiz 25 Word Test Quiz	IEP	24/25			
	Measurement Problem solving Metric conversion +,-x, /	Measurement Materials Problem Solving Materials Measurement Materials Math Materials	Locator/Quiz Locator/Quiz Survey Locator/Quiz	IEP IEP IEP IEP				
Aids in the training of craftsmen of lower classifications.	Communication Cooperation Team building Planning Sequence	Communication Materials Communication Materials Communication Materials Problem Solving	Survey Survey Survey Survey	Survey Survey Survey Survey				
		Reading Materials Problem Solving Word Problems						
		Breaking problems down to their component parts Application						

Section Leader (cont.)

Job Duties	Educational Objectives	Curriculum	Assessment	Crit. Rating	Duty Task #	Frequency	Skill Value
Must be willing and able to delegate work and see that it is carried out in a safe and cost effective manner.	Communication Cooperation Team building	Communication Materials Communication Materials Communication Materials Problem Solving Reading Materials	Survey Survey Survey Quiz				
Safety Planning	Analytical thinking Logical thinking	Math Materials Problem Solving	Locator/Quiz Survey	IEP			
Time management	Synthesis Sequence	Reading Materials Math Materials	Quiz Survey	IEP			
Cause & Effect Details - recognizing & ordering Budget skills		Math Materials	Locator/Quiz	IEP			
Assist all other maintenance personnel in the performance of their duties and may at any time perform the duties of the lower classifications.	Communication Cooperation Team building	Communication Materials Communication Materials Communication Materials Problem Solving	Survey Survey Survey				
This job description only lists the principle duties of the job. Incidental or additional duties may be assigned and such duties are considered a part of this job.							
	Synthesis Creative thinking Problem solving	Problem Solving Materials Problem Solving Materials	Survey Survey				

<u>Section Leader (cont.)</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Frequency</u>	<u>Skill Value</u>
Job Duties Be familiar with and abide by plant and job safety procedures.	Observe safety practices. Reading Comprehension Cause & Effect Analysis	Reading Materials	Quiz	IEP				
Be familiar with and abide by plant and departmental rules.	Reading Comprehension Sequence	Reading Materials Reading Materials	Quiz Quiz	IEP IEP				

Job Title: PVA Technician**Job Purpose:** Operates and maintains sizing reclamation system and related subsystems.

Loads sizing transport tankers.

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
Starts, stops and operates sizing recovery system to produce sizing.	Planning Process Sequence	Reading Materials	Quiz	IEP				
	Reading dials/indicators	Reading Materials	Quiz	IEP				
Uses various pumps and filtering systems to process or transfer sizing.	Sequence	Reading Materials	Quiz	IEP				
	Decision making	Math Materials	Locator/Quiz	IEP				
	Logical thinking	Problem Solving materials	Survey	IEP				
	Analysis of process	Math Materials	Locator/Quiz	IEP				
		Problem Solving Materials	Survey	IEP				
Uses electronic and pneumatic controllers and values to process or transfer sizing solutions from one process to another.	Compare/contrast	Communication Materials	Survey	IEP				
	Measurement	Measurement Materials	Locator/Quiz	IEP				
	Weights	Measurement Materials	Locator/Quiz	IEP				
	Reading indicators/ interpretation	Reading Materials	Quiz	IEP				
	Drawing conclusions	Communication Materials	Survey	IEP				
Uses various electrical panels, switches, sensors, etc. to process or transfer sizing.	Read indicators	Reading Materials	Quiz	IEP				
	Decision making	Problem Solving Materials	Survey	IEP				
	Sequence	Reading Materials	Quiz	IEP				
	Logical progression	Math Materials	Locator/Quiz	IEP				

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PVA Technician (cont.)

Job Duties	Educational Objectives	Curriculum	Assessment	Crit. Frequency	Duty Task #	Fre- quency	Skill Value
Collects grab samples routinely from tanks and processes for analytical or quantitative analysis	Measurement/weights Sequence	Measurement Materials Reading Materials Math Materials	Locator/Quiz Reading Materials Locator/Quiz	IEP Quiz IEP			
Uses lab equipment such as refractometers to analyze sizing samples.	Planning Time management Decision making Math - basic	Problem Solving Materials Math Materials	Survey Locator/Quiz	IEP			
	Algebra Trigonometry Weights/measurements Analytical thinking Sequence	Math Materials Math Materials Math Materials	Locator/Quiz Locator/Quiz Locator/Quiz	IEP IEP IEP			
	Cause & Effect Estimation Problem solving Percentages	Reading Materials Math Materials	Quiz Locator/Quiz	IEP IEP			
		Math Materials Problem Solving Materials Math Materials	Locator/Quiz Survey Locator/Quiz	IEP IEP IEP			
		Reading Materials	Quiz	IEP			
Records routine data concerning the operating conditions of the sizing reclamation system. (flows, levels, temperatures, sizing concentrations, etc.).	Writing - filling out reports Weights/measurements Recordkeeping Reading indicators	Measurement Materials	Locator/Quiz	IEP			
	Algebra Trigonometry Percentages/ gallons Problem solving Math - basic Metric measurement Conversion	Math Materials Math Materials Math Materials Problem Solving Materials Math Materials Measurement Materials	Locator/Quiz Locator/Quiz Locator/Quiz Survey Locator/Quiz Locator/Quiz	IEP IEP IEP IEP IEP IEP			

PVA Technician (cont.)

Job Duties
Uses pumps, electrical gear and instruments to load sizing and transport tankers.

Flushes and cleans recovery system and related subsystems weekly.

Flushes and chemically cleans recovery system periodically.

Cleans and maintains the appearance of the reclamation system and related subsystems.

Educational Objectives	Curriculum	Assessment	Crit. Rating	Duty Task #	Fre- quency	Skill Value
Tank volumes/ conversions	Measurement Materials	IEP				
Reading indicators,	Reading Materials	IEP				
Planning						
Observe Safety						
Planning Sequence	Reading Materials Math Materials	Quiz Locator/Quiz				
Communication	Communication Materials	Survey				
Volumes	Measurement Materials	IEP				
Measurement	Measurement Materials	IEP				
Safety	Measurement Materials	IEP				
Measurement	Measurement Materials	IEP				
Weights	Measurement Materials	IEP				
Metric	Measurement Materials	IEP				
Estimation	Math Materials	IEP				
Planning Process						

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Job Title: Mechanic

Job Purpose: Installs, repairs, maintains and does preventive maintenance on equipment. Does general building maintenance and be able to understand.

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit.</u>	<u>Duty Rating</u>	<u>Duty Task #</u>	<u>Frequency</u>	<u>Skill Value</u>
Properly use various test equipment, such as vibration meters, tachometers, dial indicators, heat indicators, etc. to detect and diagnose mechanical problems on production machinery and utility support equipment.									
Set up and operate equipment, such as drill presses, lathes, milling machines, key cutters, grinding equipment plus a thorough working knowledge of all hand tools and portable power tools.									
Install, maintain and overhaul utility equipment, such as pumps, fans, compressors, refrigeration machines and power transmission equipment, in addition to production equipment as required.									
Work from blueprints or sketches to install equipment, conveying and/or storage systems. Read basic blueprints or sketches to fabricate parts.									

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<u>Mechanic (cont.)</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Rating</u>	<u>Task #</u>	<u>Frequency/Value</u>
Job Duties Have a working knowledge of pipefitting practices and be able to layout and install piping runs for steam, air, or other materials.	Familiar with fundamentals of welding and welding equipment. Must be able to use welding and cutting torches and perform welding of structural steel, metal plates, piping and metal parts. Code certification is not required.	Install and maintain steam traps, regulators, steam stations, heaters and similar equipment.	Lubricates as necessary.	Maintain lift truck equipment and other powered vehicles.	Aid in establishing P.M. systems and maintenance records.	Overhaul gearboxes and drive equipment.	Have a basic knowledge of fire protection systems.

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<u>Mechanic (cont.)</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Fre- quency</u>	<u>Skill value</u>
<u>Job Duties</u> May be required to do basic carpentry work as required.							
Incidental or additional duties may be assigned from time to time and are part of this job description.							
Maintain housekeeping standards as required.							

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Job Title: Utility Cleaner

Job Purpose: Performs various housekeeping duties as required. Covers for absenteeism in housekeeping dept., drives company vehicle to pick up supplies on occasion.

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Frequency</u>	<u>Skills</u>
Paints as required.								
Maintains storage area for cleaning equipment and supplies.								
Cleans office floors - sweep, mop, wax.								
Operates floor buffer.								
Removes for disposal heavy trash and pallets.								
Covers for absenteeism in Housekeeping Dept.								
a. Performs duties of Janitor								
b. Performs duties of Floor Cleaner Operator.								
Drives company vehicle to pick up supplies or parts at various locations on occasion.								
Assist other maint. personnel in the performance of their duties.								
Be familiar with and abide by plant job safety procedures.								

Job Title: Floor Cleaner Operator

Job Purpose: Operates floor scrubber/sweeper to clean and maintain floors throughout the plant. Assist other maint. personnel in the performance of their duties. Assists in cleaning and maintaining restrooms and offices in the plant.

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Frequency</u>	<u>Skill</u>	<u>Value</u>
Operates floor scrubber/sweeper to clean and maintain floors in the plant. Includes filling chemical solution tanks on scrubber/sweeper and cleaning machine.									
Performs pre-operation safety check on floor scrubber/sweeper using check list.									
Removes for disposal pallets or heavy trash.									
Covers for absenteeism of janitor (see job description for janitor).									
Paints as needed.									
Cleans and applies protective finish to office floors consisting of sweeping, mopping and waxing floors.									
Operates floor buffing machine.									
Be familiar with and abide by plant job safety procedures.									

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Job Title: Utility Cleaner/Space

Job Purpose: Performs various housekeeping duties as required. Covers for absenteeism in Housekeeping Dept. Drives company vehicle to pick up supplies on occasion.

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Frequency</u>	<u>Value</u>	<u>Skills</u>
Paints as required.									
Maintains storage area for cleaning equipment and supplies.									
Cleans office floors-sweep, mop, wax.									
Operates floor buffer.									
Removes for disposal heavy trash and pallets.									
Covers for absenteeism in Housekeeping Dept.									
a. Performs duties of Janitor.									
b. Performs duties of Floor Cleaner Operator.									
c. Must be willing and able to accept permanent job assignment on any shift to fill vacancy as required.									
Drives company vehicle to pick up supplies or parts at various locations on occasion.									
Assist other maint. personnel in the performance of their duties.									

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Job Title: Janitor

Job Purpose: Cleans and maintains restrooms, offices and floors throughout the plant.

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Frequency</u>	<u>Skill Value</u>
Cleans restrooms - consisting of sweeping and mopping floors; cleaning commodes, sinks, urinals, mirrors and walls; replaces toilet paper, paper towels and soap in dispensers; empty trash cans.								
Cleans and applies protective finish to office floors - consisting of sweeping, mopping and waxing floors.								
Operates floor buffing machine.								
Paints as needed.								
Removes trash and pallets for disposal.								
Assist other maintenance personnel in the performance of their duties.								
Be familiar with and abide by plant job safety procedures.								

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Job Title: Plant Technician II

Job Purpose: Perform administrative duties in relation to projects within the plant as directed by the Plant Engineer.

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Crit.</u>	<u>Duty Rating</u>	<u>Task #</u>	<u>Fre- quency</u>	<u>Skill Value</u>
Update present and future plant layouts utilizing drafting procedures and CAD/CAM system.								
Establish a "scope of work" for contractor bidding.								
Handle day to day engineering requests.								
Develop construction milestones and insure critical paths are updated as required.								
Assist Maintenance Supervisors in performance of their duties as necessary.								

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FINISHING PLANT
(Finishing Dept.)

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Job Title: Tenter Finishing Inspector (03-04353, 02-3351)

Job Purpose: Tend wetout mangle. Turns valve to control proper level of water in mangle. Maintain proper nip roll pressure. Observe flow of cloth through mangle to detect holes and torn selvages. Maintain cloth in the airguides, or Toyo straightener and keep airguides at proper setting. Keep selvages turned out to prevent folded selvages. The operator will observe the cloth for defects, removing them where applicable, and insure the cloth is straight. Notify other operators about defects, lot and width changes by using the ringing system. Inspects cloth as it passes over finish pad, vacuum, red-ray, over pre-dry cans, straightener and into dryer. Keeps cloth in the entry end of the tenter frames. Maintains correct finish in finish pad. Normally operates filling straightener in automatic mode, but has the capability of operating in manual mode when running printed goods.

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit.	Duty Rating	Task #	Frequency	Skills
Verify schedule with range operator and supervisor.	Clear oral communication. Technical vocabulary. Sequencing.	Communication Materials. Reading Materials. Math Materials	Survey Quiz Locator/Quiz	IEP IEP IEP					
Enter into the computer the correct lot number, style, scheduled yards, and setup for each lot.	PC Skills (Keyboard #'s, tab enter, arrows, read screen) Read and transfer written information from control sheet to computer	Mac Tour	24/25	25 Word Test Quiz	IEP	IEP			
Watch for lot changes and notify other operators using the ringing system. Press computer lot start button as cloth enters the pad.	Interpret signals Clear oral communication. Technical vocabulary.	Communication Materials Reading Materials	Survey Quiz	IEP					
Property align A-frame at spray.	Compare and contrast Read and summarize JSA Technical vocabulary	Communication Materials	Survey						
		Reading Materials	Quiz	IEP					
		Reading Materials	Quiz	IEP					

Tenter Finishing Inspector (cont.)		<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Fre. Frequency</u>	<u>Skill Value</u>
Job Duties	Ensure forklift operator wands roll or A-frame onto entry scray.	Clear oral communication.	Communicate Materials	Survey					
When running rolls, with the assistance of another operator, unwrap rolls, remove tie wires from polyethylene, and bag up.	Follow sequential, procedural directions. Technical vocabulary.	Math Materials Communicate Materials Reading Materials	Locator/Quiz Survey Quiz	IEP					
	Clear oral communication Read and summarize JSA	Communicate Materials Reading Materials	Survey Quiz	IEP					
Ensure roll ticket matches lineup and position roll tickets into end of shell. Keep lots separate.	Read written information from roll ticket	Reading Materials	Quiz	IEP					
Sew on rolls and remove defects. Follow sequential, procedural metal clips, resewing cloth. Take patches as instructed.	Follow sequential, procedural directions. Technical vocabulary. Compare/contrast with quality standard	Reading Materials Communicate Materials	Quiz Survey	IEP					
Sew width changes together properly, joining sevages on both sides. Cut two holes at lot change seam (maximum diameter 2 inches) to identify lot change to other operators.	Follow sequential, procedural directions. Technical vocabulary.	Reading Materials	Quiz	IEP					

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Job Duties	Educational Objectives	Curriculum	Assessment	Crit. Rating	Duty Task #	Frequency	Skill Value
Observe cloth processed through machine to detect flaws such as holes and torn selvages. Also look for lot and width changes, keep cloth in air guides. Report grease spots or stains to supervisor. Signal lot changes, width changes, holes and other defects to the following operators using the ringing system and hand signals. Correct folded selvages.	Compare/contrast Technical vocabulary	Communicate Materials Reading Materials	Survey Quiz	IEP			
Stop machine if necessary. Ensure that the correct amount of steam is on the cans.	Signal interpretation Read and summarize JSA Clear oral communication Problem solving Follow sequential, procedural directions	Reading Materials Communicate Materials Problem Solving Mater Math Materials	Quiz Survey Locator/Quiz	IEP			
Drain cans when necessary to maintain proper drying.	Follow sequential, procedural directions Technical vocabulary.	Math Materials Reading Materials	Locator/Quiz Quiz	IEP IEP			
Check compensators for proper operation (haft-travel).		Communicate Materials	Survey				
Maintain correct finish formula level in finish pad. Notify mixer/weighers for adjustments/ corrections.	Clear oral communication.						
Maintain pad pressures within specifications.	Read gauge to det. pressure Estimation.	Reading Materials Math Materials	Quiz Locator/Quiz	IEP IEP			

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Tenter Finishing Inspector (cont.)

Job Duties	Educational Objectives	Curriculum Materials	Assessment	Outcome	Crit. Rating	Duty Task #	Fre- quency	Skill value
Inspect cloth as it moves through finish pad for signs of off-quality (i.e. poor wet-out, mix kicking out, etc.).	Compare/contrast with standard.	Communication Materials Survey						
Maintain bow and bias filling or print pattern within specification.	Measurement Read chart.	Measurement Materials Reading Materials Math Materials	Locator/Quiz Quiz Locator/Quiz	IEP IEP IEP				
Adjust sensors and maintain in proper position, 6 inches onto the cloth from each selvage.	Read and summarize JSA	Reading Materials	Quiz	IEP				
Leaders are to be run in between every shade change and frames brought out to width on leaders.		Math Materials Measurement Materials	Locator/Quiz Locator/Quiz	IEP IEP				
Leaders are to be run at change where width change is greater than 10".	Estimation Measurement							
Follow proper procedure and safety rules when using tugger.	Read and summarize JSA.	Reading Materials	Quiz	IEP				
Keep cloth in frame plate and turned selvage out.	Read and summarize JSA.	Reading Materials	Quiz	IEP				
Keep frame guide sensors clean.	Read and summarize JSA.	Reading Materials	Quiz	IEP				

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<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Fre- quency</u>	<u>Skill Value</u>
In the event of a wrap-up, break-out, etc., go to the problem area and assist the other operators on the range in correcting the problem.	Clear oral/signal communication. Read and interpret JSA. Technical vocabulary.	Communicate Materials Reading Materials Reading Materials	Survey Quiz Quiz	IEP IEP				
Bundle waste cloth from rag can.								
Assist in cleaning machine (steam cans, finish pad, etc.) when necessary, or at scheduled clean-up.	Clear oral/signal communication. Tech. vocabulary.	Communicate Materials Reading Materials	Survey Quiz	IEP				

Job Title: Finishing Range Operator (03-4355)

Job Purpose: Responsible for controlling finish range. Observes control panel and equipment to detect quality operation. Adjust controls as necessary to run cloth within quality specifications. Maintain correct heat in tent frame.

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Frequency</u>	<u>Skill Value</u>
Check line-up for cloth. Verify that correct style and quantity is received at stray.	Clear interpretation of written info. Technical vocabulary.	Communicative Material Reading Material Reading Material	Survey Quiz Quiz	IEP IEP				
Check current computer set up.	PC Skills (#s, enter, arrow, read directions on screen. Technical vocabulary.	Mac Tour Reading Material	Quiz	IEP				
Coordinate with mix room to insure correct finish mixes are ready and used.	Clear oral communication. Technical vocabulary.	Communicative Materials Reading Material	Survey Quiz	IEP				
Check all sections of the range to verify running conditions are within specification. Fill out checklist.	Enter written info on appropriate place on form. Technical vocabulary.	Reading Materials Reading Material	Quiz Quiz	IEP IEP				
Operate range at standard operating speeds. Any variation must be approved by supervisor.								

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Finishing Range Operator (cont.)

Job Duties	Educational Objectives	Curriculum	Assessment	Crit. Rating	Duty Task #	Frequency	Skill Value
Observes cloth processed through machine to detect flaws such as holes and torn selvages. Also looks for lot and width changes. Reports grease spots to supervisor. Signals lot changes, holes, width changes and other defects to the operators using the ringing system. When observed, corrects folded selvages.	Compare/contrast with prescribed standard. Appropriately send and interpret signals.	Communicate Materials	Survey				
Writes work orders for mechanical/electrical malfunctions that affect the ability to run first quality cloth at standard operating speeds. Assist supervisors in writing P.M. work orders to maintain range in good condition.	Clear written communication, including details and explanation.	Communicate Materials	Survey Quiz	IEP			
In the event of a wrap up, tear etc., go to the problem area and assist the other machine operators in disentangling the wrap up and tear out, etc. Assist until cloth is retheaded and machine is ready to restart.	Technical Vocabulary	Reading Materials	Quiz	IEP			
Relieve all other operators for 2 ten minute breaks and 1 twenty minute lunch period, during an eight hour shift.	Read and summarize JSA. Clear communication. Follow sequential procedure	Reading Materials	Quiz	IEP			
	in disentangling the wrap up and directions.	Communicate Materials	Survey				
		Math Materials	Locator/Quiz	IEP			

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Finishing Range Operator (cont.)

Job Duties	Educational Objectives	Curriculum	Assessment	Crit. Rating	Duty Task #	Fre-quency	Skill value
Assist spray operator in unwrapping rolls.	Read and summarize JSA. Follow sequential, procedural directions.	Reading Materials Math Materials	Quiz Locator /Quiz	IEP	IEP	IEP	
Assist winder operator to wrap rolls and load shells.	Read and summarize JSA. Technical vocabulary. Follow sequential, procedural directions.	Reading Materials Reading Materials Math Materials	Quiz Quiz Locator/Quiz	IEP	IEP	IEP	
Assist winder operator in obtaining shells and supplies.	Clear oral communication. Tech. vocabulary.	Communication Materials Reading Materials	Survey Quiz	IEP			
Coordinate weekly shut downs and start ups.	Clear oral communication Tech. vocabulary.	Communication Materials Reading Materials	Survey Quiz	IEP			
Report needed service requirements to supervisor.	Clear oral communication. Technical vocabulary.	Communication Materials Reading Materials	Survey Quiz	IEP			
Assist in changeovers and clean-ups.	Read and summarize JSA. Clear oral communication.	Reading Materials Communication Materials Reading Materials	Quiz Survey Quiz	IEP			
Maintain range area in a clean and safe condition.	Read and summarize JSA.	Reading Materials	Quiz	IEP			
Report any changes or improvements that may upgrade the safety conditions in the work area and/or production areas.	Clear oral communication. Technical vocabulary.	Communication Materials Reading Materials	Survey Quiz 25 Word Test	IEP IEP 24/25			

Finishing Range Operator (cont.)

Job Duties	Educational Objectives	Curriculum	Assessment	Crit. IEP	Duty Rating	Task #	Fre- quency	Skill value
On #4 range, clean dryer lint screens two times per shift, burner filters one time per shift. Clean lint screens on Amicon cabinet one time per shift.	Read and summarize JSA.	Reading Materials	Quiz					
For roll doffed off:	Compare/contrast with prescribed standard standard.	Communic Materials	Survey					
a. Inspect for defects by rolling at least 2 yards back (defects: holes, oil or grease on selvage, damaged selvage, dye spots, etc.	Technical Vocabulary	Reading Materials	Quiz					
b. tear off 6 inch wide shade, bow/bias patch.								
Follow proper procedure and safety rules when using tugger.	Read and summarize JSA. Follow sequential, procedural directions.	Reading Materials	Quiz	IEP				
Leaders are to be run in between every shade change and frames brought out to width on leaders.	Read and summarize JSA. Follows sequential/procedural directions.	Reading Materials	Quiz	IEP				
Leaders are to be run at any width change where change is greater than 10".	Estimation/measurement.	Math Materials	Locator/Quiz	IEP				
All off-quality cloth due to break-outs, out of frames, or stop-offs are to be pulled out prior to winding on roll.	Compare/contrast with standard.	Math Measurement Materials	Locator/Quiz	IEP				
	Technical Vocabulary	Survey						
		Reading Materials	Quiz	IEP				

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Finishing Range Operator (cont.)

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum Materials</u>	<u>Assessment</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Frequency</u>	<u>Skills</u>
				IEP			
Roll is to be doffed at width change and measured within 50 yards of start up. If narrow, readjust to proper width. When proper width is attained, doff roll and hold for reframe, with correction to be made within 24 hours.	Measurement. Estimation. Follow sequential, procedural directions.	Measurement Materials Math Materials Math Materials Communication Materials	Locator/Quiz Locator/Quiz Locator/Quiz Survey	IEP IEP IEP			
All rolls are to be measured three times as it grows on winder at 800 yard intervals.	Measurement Estimation	Measurement Materials Math	Locator/Quiz Locator/Quiz	IEP IEP			
Doff width is to be recorded on production report and written and roll ticket.	Enter written into appropriately on forms.	Reading Materials	Quiz	IEP			
Turn in printouts and checklist to supervisor.							
When quality space is initiated it is to be understood that operator is stating that the quality of this roll is approved for the next manufacturing process (bow/bias, narrow, stains, etc.)	Compare/contrast with standard. Technical vocabulary.	Communic Materials Reading Materials	Survey Quiz 25 Word Test	IEP 24/25			

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Job Title: Calendar Operator
Job Purpose: Has the responsibility of sewing new rolls of cloth together with good quality seams and keeping the scrap full of cloth. The operator is also responsible to maintain proper nip pressure and roller temperature in order to achieve the proper finish "A: frame or roll and doing the necessary paperwork.

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Frequency</u>	<u>Skill value</u>
Receive schedule.	Technical Vocabulary.	Reading Materials Vocabulary Program Reading Materials	Quiz 25 Word test Quiz	IEP 24/25 IEP				
	Interpreting schedules. Record information accurately.							
	Measurement.	Measurement Materials	Locator/Quiz	IEP				
Give lot tickets to forklift operator.	Procedural directions. Communication.	Communication Materials	Survey					
Check for proper width, bow and bias. make sure cloth (if printed) will enter calendar face-up.	Procedural directions. Observation. Measurement.	Measurement Materials	Locator/Quiz	IEP				
Unwrap polyethylene from rolls. Transfer into the cradle. Remove shells from cradle before transferring.	Procedural Directions. Time Management.							
Sew good seams and resew any bad seams.	Procedural Directions. Decision Making, Determining Defects.	Problem Solving Materials	Survey					
Fill scrap with cloth.	Decision Making, Time Management.	Problem Solving Materials	Survey					
Adjust air guides.	Decision Making, Observation.	Problem Solving Materials	Survey					

Job Duties	Educational Objectives	Curriculum	Assessment	Crit. Rating	Duty Task #	Frequency	Skill Value
Maintain proper temperature on calender rolls.	Reading Gauges. Decision Making. Math Materials	Reading Materials Problem Solving Materials Estimation	Quiz Survey Locator/Quiz	IEP	IEP		
Maintain proper pressure and speed of calender rolls.	Decision Making. Procedural Directions.	Problem Solving Materials	Survey				
Adjust air vents and seam detector according to width of cloth.	Decision Making. Procedural Directions.	Problem Solving Materials	Survey				
Adjust tension of cloth by altering the tension bar at spray, spreader roll at calender and winder tension regulator at the "A" frame.	Procedural Directions. Decision Making.	Problem Solving Materials	Survey				
Check metal detector for proper operation.	Observation. Time Management.						
Keep rollers clean and free of foreign material.	Procedural Directions. Observation. Time Management.						
Maintain proper pressure on steam cans.	Reading Machine Gauges. Procedural Directions Estimation	Reading Materials	Quiz	IEP			
Monitor electric infra-red heaters for operation within specified temperatures.	Reading gauges. Procedural Directions.	Math Materials	Locator/Quiz	IEP			
		Reading Materials	Quiz	IEP			

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Fre- quency</u>	<u>Skill value</u>
Monitor cloth temperature of cloth after it leaves electric heaters.	Observation.							
Take samples for lab testing; reference lab sampling plan.	Procedural Directions. Measurement.	Measurement Materials	Locator/Quiz	IEP				
Keep cloth in airguides.	Observation. Time Management.							
Inspect cloth in spray for defects while range is running.	Observation. Time Management.							
Bundle waste cloth.	Procedural Directions.							
Stop winder to doff roll.	Procedural Directions. Measurement.	Measurement Materials	Locator/Quiz	IEP				
	Observation. Reading Gauges.	Reading Materials	Quiz	IEP				
	Time Management.							
Start winder and observe roll up.	Procedural Directions. Observation.							
Properly wrap roll using polyethylene and tie ends using tie wire twister. Hang ticket on roll by the ticket procedure.	Procedural directions. Technical Vocabulary. Time Management.							

Calendar Operator (cont'd)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
Assist in cleaning machine (steam) cans, dye pad, etc.) when necessary, when changing shades Safety or at scheduled clean-up.	Time Management. Procedural Directions.	Reading Materials	Quiz		IEP			
Resupply wrapping material as required.	Technical Vocabulary.	Reading Materials	Quiz		IEP			
Report needed repair or service requirements to supervisor.	Observation. Decision Making. Communication.	Problem Solving Materials		Survey				
Report any change or improvement that may upgrade the safety conditions in the work and/or production area.	Decision Making. Safety. Communication.	Problem Solving Materials Reading Materials Communication Materials		Survey Quiz Survey	IEP			
Maintain housekeeping standards as required.	Safety. Organization. Technical Vocabulary.	Reading Materials	Quiz		IEP			
Other responsibilities as assigned by supervisor.	Procedural Direction. Communication Technical Vocabulary.	Communication Materials Reading Materials		Survey Quiz	IEP			
	Time Management.							

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Calendar Operator (cont'd)

Job Duties	Educational Objectives	Curriculum	Assessment	Crit. Rating	Duty Task #	Frequency	Skill Value
		IEP	IEP				
Wear specific personal protective equipment during specified activities as stated in the job safety analysis.	Safety. Procedural Directions.	Reading Materials	Quiz				
Fill out production reports and obtain "before" and "after" samples from calendar	Technical Vocabulary.	Reading Materials	Quiz	IEP			
Prepare sample folder.	Organization. Technical Vocabulary. Procedural Directions.	Procedural Directions.	Quiz	IEP			
Be familiar with and abide by plant and job safety procedures and report any unsafe conditions or acts to supervisor immediately.	Procedural Directions. Time Management. Safety.	Reading Materials	Quiz	IEP			

Job Title: Finishing Delivery
Job Purpose: Doffs and wraps cloth from delivery end of finishing range. Observes cloth as it winds up and notifies range operator of defects.
Notifies supervisor when defect cannot be corrected by adjustments on the machine. Measures cloth and checks dryness to confirm that width and dryness are within specification. Operates winder and doffs cloth. Wrap cloth in polyethylene. Keep cloth in airguides. Enter correct information into computer and maintain paperwork. Takes shade patches.

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit.</u>	<u>Duty Rating</u>	<u>Duty Task #</u>	<u>Fre- quency</u>	<u>Skill Value</u>
Verify schedule with range operator and supervisor.	Communication. Tech Vocab.	Communication Materials Reading Materials	Survey Quiz	IEP					
Check control sheet and line-up for proper dying//finishing instructions.	Tech Vocab. Interpreting Recorded Info.	Reading Materials Reading Materials	Quiz Quiz	IEP IEP					
When making width changes, adjust width of tenter frame.	Measuring. Procedural Directions.	Measurement Materials Math Materials	Locator/Quiz Locator/Quiz	IEP IEP					
Inspect cloth and maintain spray with cloth not pulling tight. Check for quality problems-i.e. holes, torn selvages, off shade, grease, oil, or dye spots and turned selvages.	Observation. Decision Making.	Problem Solving Materials	Survey						
Take samples for lab testing: reference lab sampling plan.	Procedural Directions. Measurement	Math Materials Measurement Materials	Locator/Quiz Locator/Quiz	IEP IEP					
Keep cloth in airguides.	Observation.								
Inspect cloth in spray for defects while range is running.	Observation. Decision Making.								

Finishing Delivery (contd)	Educational Objectives	Curriculum	Assessment	Crit. Outcome	Duty Rating	Duty Task #	Frequency	Skill Value
Job Duties In the event of a wrap-up, break-out, etc., go to the problem area and assist the other opera and assist the other opera	Communication. Decision Making. Team Work. Time Management.	Communication Materials	Survey					
Bundle waste cloth.	Procedural Directions. Time Management.							
Stop winder to measure width and observe quality.	Inspect cloth. Measurement	Measurement Materials	Locator/Quiz					IEP
Stop winder to doff roll	Procedural Directions. Decision Making. Measurement. Time Management.	Measurement Materials	Locator/Quiz					IEP
Start winder and observe roll up.	Reading Measuring gauges.	Reading Materials	Quiz					IEP
Doff rolls.	Procedural Directions.							
	Observation. Measurement. Decision Making. Record into Accurately. Procedural Directions. Sequencing of steps.	Measurement Materials	Locator/Quiz					IEP
	Procedural Directions.	Reading Materials	Quiz					IEP
	Property wrap roll using poly-ethylene and tie ends using tie wire Twister. Hang ticket on roll by the ticket procedure.							

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Finishing Delivery (contd)	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Fre- quency	Skill value
Job Duties When resin treated goods are being processed, stamp each roll ticket and control sheet with "resin treated".	Record Info Accurately. Procedural Directions.	Reading Materials	Quiz					
Assist in clearing machine (steam cans, dye pad, etc.) when necessary, when changing shades, or at scheduled clean-up.	Communication. Team Work. Time Management.	Communication Materials ,At Directions.	Survey					
Resupply wrapping material as required.	Communication. Record Info Accurately. Decision Making.	Communication Materials ,nication Materials	Survey					
Report needed repairs or service requirements to Supervisor.	Decision Making. Communication.	Problem Solving Materials Communication Materials	Survey					
Report any change or improvement that may upgrade the safety conditions in the work and/ or production area.	Communication. Decision Making. Observation.	Communication Materials Problem Solving Materials	Survey					
Maintain housekeeping standards as required.	Procedural Directions.							
Leaders are to be run in between every shade change and frames brought out to width on leaders.	Procedural Directions.							

Finishing Delivery (contd)	Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
Leaders are to be run at any width change where change is greater than 10".		Procedural Directions. Measurement.	Measurement Materials	Locator/Quiz	IEP				
All off-quality cloth due to break-outs, out of frames, or stop-offs are to be pulled out prior to winding on roll.		Procedural Directions. Decision Making. Time Management. Observation.	Problem Solving Materials	Survey					
Roll is to be doffed at width change and measured within 50 yards of start up. If narrow, readjust to proper width. When proper width is attained. Doff roll and hold for reframe, with correction to be made within 24 hours.		Procedural Directions. Measurement. Communication. Decision Making. Observation. Time Management.	Measurement Materials Communication Materials Problem Solving Materials	Locator/Quiz Survey Survey	IEP				
All rolls are to be measured three times as it grows on winder at 800 yard intervals.		Measurement.	Measurement Materials	Locator/Quiz	IEP				
Doff width is to be recorded on production report and written roll ticket.		Record into Accurately. Technical Vocabulary.	Reading Materials	Quiz	IEP				
When quality space is initiated it is to be understood that operator is stating that the quality of this roll is approved for the next manufacturing process. (Bow/bias, narrow, stains, etc.		Procedural Directions. Communication. Decision Making. Observation.	Communication Materials Problem Solving Materials	Survey Survey					

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<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Frequency/Value</u>	<u>Skill</u>
Other responsibilities as assigned by the supervisor.	Procedural Directions. Time Management. Communication. Technical Vocabulary.	Communication Materials Reading Materials	Survey Quiz	Survey			IEP	
Assist all other operators whenever equipment is stopped so that downtime is held to an absolute minimum.	Communication. Team Work. Decision Making/Problem Solving.	Communication Materials Problem Solving Materials	Survey	Survey				
Wear specific personal protective equipment during specified activities as stated in the job safety analysis.	Procedural Directions. Safety. Technical Vocabulary.	Reading Materials	Quiz	Reading Materials			IEP	
Be familiar with and abide by plant and job safety procedures and report any unsafe conditions or acts to your supervisor immediately.	Technical Vocabulary. Procedural Directions. Observation. Decision Making.	Reading Materials	Quiz	Communication. Observation.			IEP	
		Problem Solving Materials	Survey	Communication Materials			Survey	

3.36

3.35

Job Title: Dye Weigher/Mixer
Job Purpose: Reviews schedules with finishing supervisor and dye supervisor to obtain proper line-up for dye and chemical mixes. Coordinates with supply room on dyes and chemicals needed to maintain production during his shift and insuring enough inventory to run at least an hour into the following shift. Weighs or measures dyes and chemicals according to prescribed formulas, and enters correct batch I.D. and tank number into the system. Coordinates with range operators on when to turn in water for cleaning lines or dye/chemical mixes. Keeps accurate records of dye and chemical mixes on bills for production and inventory purposes.

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit.</u>	<u>Duty</u>	<u>Task #</u>	<u>Frequency</u>	<u>Skill</u>
				IEP					Value
Review schedule with supervisors to obtain proper line-up for dye and chemical mixes.	Technical Vocabulary. Clear Communication. Interpret Schedules.	Reading Materials Communication Materials Reading Materials	Quiz Survey Quiz	IEP				24/25	
Coordinate with supply room on dyes and chemicals needed to maintain inventory in mix room to run shift and allow for next shift.	Technical Vocabulary.	Reading Materials	Quiz	IEP					
Weights dyes and chemicals accurately on scales prescribed for specific dye or chemical used.	Communication	Communication Materials	Survey						
Stirs all dyes thoroughly before weighing a mix of dye.	Decimals, Volume, Percentages. Measurement. Reading Measurement Instruments. Metric.	Math Materials Measurement Materials Reading Materials	Locator/Quiz Locator/Quiz Quiz	IEP IEP IEP					
Change pigment dyes when at or below bottom 1/3 of barrel to avoid shade variations.	Time Management. Decision Making.	Problem Solving Materials	Survey	IEP					
Enters proper batch I.D. and tank number into computer system.	Decimals, Volume, Percentages. Measurement. Reading Measurement Instruments. Metric Measurement	Math Materials Measurement Materials Reading Materials	Locator/Quiz Locator/Quiz Quiz	IEP IEP IEP					
	Computer Skills. Transferring Into Accurately.	Measurement Materials	Locator/Quiz	IEP					
	Mac Tour								

Dye Weigher/Mixer (cont.)	Educational Objectives	Curriculum	Assessment	Crit. IEP	Duty Rating	Task #	Fre- quency	Skill value
Job Duties Report unsafe conditions to supervisor. Use prescribed safety equipment.	Technical Vocabulary. Communication. Safety. Procedural Directions.	Reading Materials	Locator/Quiz					
Record dye and chemical mixes accurately where needed.	Decimals, Percentages. Measurement. Record Info Accurately.	Measurement Materials.	Locator/Quiz	IEP				
Weigh light vat disperse shades (under 20 lbs) on small scales to get a more accurate weighing.	Measurement. Recording Info Accurately. Reading Measuring Tool. Decimals	Measurement Materials.	Locator/Quiz	IEP				
Prepare boil outs for dye range for dyepad and chemical pad when needed.	Technical Vocabulary. Procedural Directions.	Reading Materials	Quiz Locator/Quiz	IEP IEP				
Other instruction as directed by supervisor.	Communication.		Locator/Quiz	IEP				
Be familiar with and abide by plant and job safety procedures and report any unsafe conditions or acts to your supervisor immediately.	Technical Vocabulary. Communication. Safety	Reading Materials	Locator/Quiz	IEP				

<u>Dye Weigher/Mixer</u>	(cont.)	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. IEP</u>	<u>Duty Rating</u>	<u>Duty Task #</u>	<u>Frequency</u>	<u>Skill Value</u>
<u>Job Duties</u>										
Coordinates with range operators as to when to turn in water to flush lines and when to turn in dye and chemical mixes.	Technical Vocabulary.	Reading Materials	Quiz							
Triple rinse all dye and chemical barrels.	Technical Vocabulary	Problem Solving Mat.	Survey							
Keep all chemicals and dyes covered when not in use.	Communication.	Reading Materials	Quiz							
Maintain housekeeping standards as required.	Safety, Decision Making.	Problem Solving Mat.	Survey							
Clean all pots, buckets, paddles, and dippers when not in use.	Technical Vocabulary.	Reading Materials	Quiz							
Keep scales clean.	Safety.	Reading Materials	Quiz							
Report all needed repairs to supervisor.	Technical Vocabulary.	Math Materials	Locator/Quiz							
	Communication.	Reading Materials	Quiz							
	Determining Defects.	Communication Materials	Survey							

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GREIGE PLANT
(Weave Department)

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Job Title: Loom Fixer

Job Purpose: Repairing mechanical loom problems and maintain loom in a good state of repair to produce a quality fabric plus produce expected production.

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skills Value
Patrol job, mark shift with stamp.								
Repair loom stops from front and rear of loom.	JSA, Safety Problem Solving	MSDS Program PS Mats.	Survey Survey		IEP IEP			
Visual inspection of cloth defects and correcting defects.	Vocabulary	TextDisk	TextDisk		IEP			
Clean various loom parts with brush, cloth or air hose.	JSA, Safety	MSDS Program	Survey		IEP			
Discuss loom and weaving problems with weaver and supervisor.	Vocabulary Problem Solving Communication	TextDisk PS Mats. Comm. Mats.	TextDisk Survey Survey		IEP IEP IEP			
Maintain production and efficiency on assigned looms.	JSA, Safety	MSDS Program	Survey		IEP			
Repair mechanical problems.	JSA, Safety Problem Solving	MSDS Program PS Mats.	Survey Survey		IEP IEP			
Diagnose problems and apply corrective action.	Vocabulary JSA, Safety	TextDisk MSDS Program	TextDisk Survey Survey		IEP IEP			
Check settings and make necessary adjustments on assigned looms.	JSA, Safety	MSDS Program	Survey		IEP			
Keep looms lubricated and maintain proper oil levels.	JSA, Safety	MSDS Program	Survey		IEP			

Loom Fixer (con't)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Fre. Q. CY	Skil. Value
Follow up on machinery audits per shift upkeep.	Vocabulary	TextDisk	TestDisk	IEP				
Follow preventive maintenance schedule on assigned upkeep.	JSA, Safety Vocabulary	MSDS Program TextDisk	Survey TestDisk	IEP IEP				
Start loom after warp out or pattern change.	Vocabulary JSA, Safety	TextDisk MSDS Program	TestDisk Survey	IEP IEP				

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Job Title: Weaver
Job Purpose: Weaving yarn from loom beams and filling packages into a first quality fabric.

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Fre. quency	Fre. quency	Skill Value
Repair loom stops front and rear of loom. Mark for cloth inspection.	JSA, Safety Problem Solving Vocabulary	MSDS Program PS Mats. TextDisk	QUIZ Survey TestDisk	IEP IEP IEP					
Visual inspection of cloth for defects while patrolling front of looms - correct defects or flag for fixer.	Problem Solving	PS Mats.	Survey	IEP					
While patrolling back of loom, observe yarn and area behind harness for conditions that cause loom stops and poor quality. Make necessary corrections.	JSA, Safety Problem Solving	MSDS Program PS Mats.	QUIZ Survey	IEP IEP					
Clean various loom parts with brush, cloth or air hose.	JSA, Safety	MSDS Program	QUIZ	IEP					
Discuss loom and weaving problems with mechanic or supervisor.	Problem Solving Communication	PS Mats. Comm. Mats.	Survey Survey	IEP IEP					
Maintain expected production and machine efficiency on the assigned looms.	JSA, Safety	MSDS Program	QUIZ	IEP					

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Job Title: Filling Creeeler

Job Purpose: Secure and lay up correct filling packages on assigned weaving machines for weaving into a first quality fabric. Maintain a clean work environment in cleaning assigned looms.

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Fre- quency	Skill Value
Secure full truck of filling packages from storage and push to assigned looms.								
Remove empty cone and replace with full 5.70 to 8.00 pound filling package.	JSA, Safety	MSDS Program	QUIZ		IEP			
Tie or wrap transfer tail as required.	JSA, Safety	MSDS Program	QUIZ		IEP			
Return empty truck and cores to storage areas.								
Discuss problems with fixer, weaver and/or supervisor.	Problem Solving Communication Vocabulary	PS Mats. Comm. Mats TextDisk	Survey Survey TestDisk		IEP IEP IEP			

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Job Title: Loom Winder Fixer
Job Purpose: Repairing filling accumulator problems and maintain accumulator in a good state of repair to produce a quality fabric plus produce expected production.

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Fre- quency	Skill Value
Replace accumulator on loom and return to shop area for repair.	JSA, Safety	MSDS Program	QUIZ	IEP				
Repair loom stops from front and rear of loom.	JSA, Safety	MSDS Program	QUIZ	IEP				
Visual inspection of cloth defects and correcting defects.	Problem Solving	PS Mats.	Survey	IEP				
Clean various accumulator and loom parts with brush, cloth or air hose	JSA, Safety	MSDS Program	QUIZ	IEP				
Discuss loom and weaving problems with weaver, fixer and supervisor.	Problem Solving Communication Vocabulary	PS Mats. Comm. Mats. TextDisk	Survey Survey TestDisk	IEP IEP IEP				
Maintain production and efficiency on all looms.	JSA, Safety Problem Solving	MSDS Program PS Mats.	QUIZ Survey	IEP IEP				
Repair mechanical problems with accumulators, overhaul as necessary.	JSA, Safety	MSDS Program	QUIZ	IEP				
Diagnose problems and apply corrective action.	Problem Solving Vocabulary	PS Mats. TextDisk	Survey TestDisk	IEP IEP				
Check settings and make necessary adjustments on all looms.	Problem Solving	PS Mats.	Survey	IEP				

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Fre-quency</u>	<u>Skill Value</u>
Follow up on machinery audit and recheck.	JSA, Safety	MSDS Program	QUIZ	IEP				
Follow preventive maintenance schedule.								

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Job Title: Tying-in-Machine Operator/Fixer (1-2331)

Job Purpose: To tie in new warp in a timely and efficient manner to insure minimum down time and start up time.

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Duty Task #	Fre- quency	Fre- quency	Skill Value
Load tying-in machine on frame and tie ends-monitor closely to avoid singles, doubles, etc.	JSA, Safety	MSDS Program	QUIZ	IEP						
Return machine to storage box and unload tying-in frame.		MSDS Program	QUIZ	IEP						
Maintain equipment in efficient operating condition.	JSA, Safety Problem Solving	PS Mats.	Survey	IEP						
Record work on warp board.		PS Mats.	Survey	IEP						
Discuss problems with tying-in Operator or supervisor.	Problem Solving Communication Vocabulary	Comm. Mats. TextDisk	Survey TestDisk	IEP IEP						
Perform preventive maintenance and major repair to provide efficient operation of tying-in machine.	JSA, Safety	MSDS Program	QUIZ	IEP						

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Job Title: Tying-in Machine Operator (23332)

Job Purpose: To tie in new warp in a timely and efficient manner to insure minimum downtime and start up time.

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit. Rating</u>	<u>Duty Task #</u>	<u>Fre- quency</u>	<u>Skill value</u>
Load tying-in machine on frame and tie ends-monitor closely to avoid single, doubles, etc.	JSA, Safety	MSDS Program	Quiz	IEP				
Return machine to storage box and unload tying-in frame.								
Maintain equipment in efficient operating condition.								
Record work on warp board and machine log book.								
Discuss problems with tying-in fixer or supervisor.	Problem Solving Communication	PS Mats.	Survey	IEP				
		Comm. Mats.	Survey	IEP				

Job Title: Loom Set-up Changer (09-2330)
Job Purpose: Repairing mechanical loom problems and maintain loom in a good state of repair to produce a quality fabric plus produce expected production.

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Fre- quency	Skill Value
Rework bad parts and maintain department parts in inventory.	JSA, Safety	MSDS Program	QUIZ	IEP				
Repair loom stops from front and rear of loom.	JSA, Safety	MSDS Program	QUIZ	IEP				
Visual inspection of cloth defects and correcting defects.	JSA, Safety	MSDS Program	QUIZ	IEP				
Clean various loom parts with brush, cloth or air hose.	Problem Solving Communication Vocabulary	PS Mats. Comm. Mats. TextDisk	Survey Survey TestDisk	IEP IEP IEP				
Discuss loom and weaving problems with fixer and supervisor.	JSA, Safety	MSDS Program	QUIZ	IEP				
Maintain production and efficiency on all looms.	JSA, Safety Problem Solving Vocabulary	MSDS Program PS Mats. TextDisk	QUIZ Survey TestDisk	IEP IEP IEP				
Repair mechanical problems.	JSA, Safety Problem Solving Vocabulary	MSDS Program PS Mats.	QUIZ Survey	IEP IEP				
Diagnose problems and apply corrective action.	JSA, Safety Problem Solving	MSDS Program PS Mats.	QUIZ Survey	IEP IEP				
Check settings and make necessary adjustments as required.	JSA, Safety Problem Solving	MSDS Program PS Mats.	QUIZ Survey	IEP IEP				

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Keep looms lubricated
and maintain proper oil levels.
Follow up on machinery audits.
Control preventive maintenance
schedule.

MSDS Program QUIZ

IEP

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Job Title: Oiler (09-1313)

Job Purpose: Insure efficient operation of looms by following outlined lubrication schedule.

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Pre- frequency	Skill Value
Maintain adequate lubricant supply. (Grease drums, etc.).								
Grease all appropriate areas.	JSA, Safety	MSDS Program QUIZ		IEP				
Follow recommended schedule using electric pump type grease gun.								
Use rag to wipe off excess grease or clean fittings.								
Discuss problems with fixer, weaver and/or supervisor.	JSA, Safety	MSDS Program QUIZ		IEP				
Change oil in looms.								
Oil all assigned red points with hand held oil cup.								

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Job Title: Cloth Doffer (09-1330)

Job Purpose: Doff cloth from assigned looms in a safe efficient manner with minimum loss of production.

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Fre- quency	Skill Value
Release cloth roll from loom onto cloth truck.								
Push roll of cloth to cloth room.								
Load cloth from cloth truck to cloth racks using hoist.	JSA, Safety	MSDS Program	QUIZ				IEP	
Unload cloth in cloth room, load supply of empty rollers, and return to weave room.	JSA, Safety	MSDS Program	QUIZ				IEP	
Discuss mechanical problems with fixer and/or supervisor.	Problem Solving Communication Vocabulary	PS Mats. Comm. Mats. TextDisk	Survey Survey TextDisk				IEP IEP IEP	

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Job Title: Loom Cleaner (09-2335)

Job Purpose: To clean loom, thereby providing a cleaner safer work environment.

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
Spray loom parts with Kermac 140 (pump type sprayer).	JSA, Safety Vocabulary	MSDS Program TextDisk	QUIZ	IEP	IEP			
Blow off loom with air hose and wipe with rag.	JSA, Safety	MSDS Program	QUIZ	IEP				

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Job Title: Warp Services (09-2333)

Job Purpose: To prepare loom to accept new warp and/or pattern with minimum downtime Insuring that lease is straight preventing weaving defects and re-ties.

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Fre- quency	Skill Value
Lease out warp providing accurate alignment of ends for tying in operator to tie new warp(s) in.								
Lease out for re-tie as necessary.								
Remove drop wires, heddles and reed as necessary on bad patterns or style change.	JSA, Safety	MSDS Program	QUIZ	IEP				
Secure full loom beam(s) from warp back and push to loom on lift.								
Remove empty loom beam(s) from loom and creel in new warp(s).								
Return empty loom beam(s) to storage.								
Bending, grasping and lifting required to load old warp ends and new warp ends for tying, insuring ends are straight and clamped securely.								

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FINISHING PLANT

(Rotary Print)

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Job Title: **FORKLIFT OPERATOR (24-1332)**
Job Purpose: Distribute cloth to and from assigned print machines using proper material handling techniques.

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill
Checks forklift daily for proper operation. Prepares maintenance and safety checklist and reports unsafe conditions to supervisor. Maintains forklift as required. e. blows out radiator, changes gas tank, changes battery on electric lift, etc.	Compare/contrast with standard.	Communication Materials	Survey					
Visibly inspects each roll brought to printer for damage or defects. Reports any damaged cloth to supervisor.	Compare/contrast with standard. Clear oral communication.	Communication Materials	Survey					
Keeps all storage rack neat and orderly. Checks conditions of racks and reports damage to supervisor.	Compare/contrast with standard. Good oral communication.	Communication Materials	Survey					
Obtain tickets from delivery operator. Brings cloth to machine in correct order and insures each roll has proper ticket. Keep sufficient cloth at machine to run past shift change.	Sequencing. Keyboarding (tab, enter, read screen).	Reading Materials Math Materials Mac Tour	Quiz Locator/Quiz					
Move processed cloth from machine doff bench and locate in proper rack location.	Read and comprehend JSA. Read Materials MSDS Program		Quiz					IEP

Forklift Operator (cont.)	Educational Objectives	Curriculum	Assessment	Crit. Outcome	Duty Rating	Task #	Fre- quency	Skill value
Job Duties								
Drain wards at specified intervals per SOP's. Maintain Roll Movement Log per SOP's.	Write information in proper space on forms.	Reading Materials Forms	Quiz	IEP				
	Compare/contrast with standard.	Communication Materials	Survey					
	Good oral communication.	Communication Materials	Survey					
	Read and comprehend JSA.	Reading Materials	Quiz					
	Or acts immediately to supervisor.	MSDS Program						
Report any problems to supervisor.								
Be familiar with and abide by plant and job safety procedures and report any unsafe conditions or acts immediately to supervisor.	Compare/contrast with standard.	Communication Materials	Survey					
	Good oral communication.	Communication Materials	Survey					
	Read and comprehend JSA.	Reading Materials	Quiz					
	Or acts immediately to supervisor.	MSDS Program						
Any other responsibilities as assigned by supervisor.	Compare/contrast with standard.	Communication Materials	Survey					
	Good oral communication.	Communication Materials	Survey					
	Read and comprehend JSA.	Reading Materials	Quiz					
	Or acts immediately to supervisor.	MSDS Program						

Job Title: STEAM RANGE OPERATOR (07-5350)

Job Purpose: Responsible for the overall quality produced on the Vat Ager (Steam Range) and directs the activities of the machine crew during the shift. Continually inspects for potential quality problems.

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u>	<u>Crit.</u>	<u>Duty Rating</u>	<u>Task #</u>	<u>Frequency</u>	<u>Skill Value</u>
Determines line-up for production at start of shift.	Interpret, accurately, information on chart.	Reading Materials Math Materials	Quiz Locator/Quiz	IEP IEP					
Direct the activities of machine crew i.e. notifies entry operator to place header cloth in the spray before machine stops.	Communicate orally with operators.	Communication Materials	Survey	IEP					
Set-up machine per SOP's, i.e. pad pressures, steamer temperature, wash box temperatures, range speed, etc.	Read and interpret SOP. Follow sequential, procedural directions. Estimation.	Reading Materials Math Materials	Quiz Locator/Quiz	IEP IEP					
Maintain proper chemicals and concentrations in reduction pad, oxidation boxes, and wash boxes.	Read and interpret JSA & MSDS. Compare & contrast with standard. Follow sequential procedural directions. Effective oral communication.	Reading Materials MSDS Program Communication Materials Math Materials Communication Materials	Quiz Survey Locator/Quiz Survey	IEP					

<u>Steam Range Operator (cont.)</u>	<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum Materials</u>	<u>Assessment</u>	<u>Crit. Outcome</u>	<u>Duty Rating</u>	<u>Task #</u>	<u>Frequency</u>	<u>Skill value</u>
Inspects cloth for quality and is accountable for the quality of the product the machine produces, including but not limited to pulling colorshop and lab patches, having correct standard on the machine before start-up.	Compare and contrast with standard.	Communication Materials	Survey						
Repairs break-outs as necessary with the assistance of the machine crew.	Follow sequential, procedural directions. Read and interpret JSA.	Math Materials MSDS Program	Locator/Quiz	IEP					
Writes work orders as needed to repair minor machine problems and notifies supervisor as soon as possible.	Effective written communication. Technical vocabulary.	Reading Materials	Quiz	IEP					
Insure machine downtime is kept to a minimum and production records are maintained properly.	Effective oral communication. Addition, subtraction, division and multiplication on calculator.	Reading Materials Communication Materials	Quiz Survey	IEP Locator/Quiz					
Report any print defects to print machine operator or supervisor immediately.	Effective oral communication. Compare/contrast by standard.	Math Materials Communication Materials	Survey Survey						
Maintain housekeeping standards as required.	Read and interpret MSDS. Sequence according to priority.	Reading Materials MSDS Program Reading Materials Math Materials	Quiz Quiz Locator/Quiz	IEP IEP IEP					

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Crit.</u>	<u>Duty Rating</u>	<u>Fre. Task #</u>	<u>Skil. Frequency/Value</u>
Any other duties assigned by shift supervisor, including but not limited to repairing gears, holders, mops, color probes, blow guns, running reruns, emptying trash, washing barrels, etc.	Follow sequential, procedural directions.	Math Materials	Locator/Quiz IEP				
Be aware of and abide by plant safety and job safety procedures, and report any unsafe conditions or acts immediately to supervisor.	Clear oral communications. Technical Vocabulary Know JS&MSDS	Communication Materials Reading Materials Reading Materials MSDS Program	Survey Quiz Quiz				

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Job Title: **DELIVERY - STEAM RANGE (07-5351)**

Inspect cloth, product quality rolls, doff and wrap rolls, notify operator and/or supervisor of defects, and maintain accurate production records. Assist fellow employees and produce a quality product and minimize downtime.

<u>Job Duties</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Outcome</u> IEP	<u>Duty Task #</u>	<u>Frequency</u> <u>Value</u>
Check lot sheet for work order instructions.	Read and comprehend written information.	Reading Materials	Quiz			
Maintain proper standard at machine and compare production to standard.	Compare and contrast with prescribed standard.	Communication Materials	Survey			
Inspect cloth and report all quality problems to operator and/or supervisor.	Compare and contrast with prescribed standard. Communicate orally with operator & supervisor.	Communication Materials	Survey			
Produce a quality roll, i.e. extend tube 3-4 inches beyond salvage, no folded salvage, no bad wind, etc.	Measurement-inches, diameter.	Measurement Materials	Locator/Quiz			
Maintain accurate production records.	Record information appropriately on forms. Division, addition, subtraction with a calculator	Forms	Math Materials			

<u>Steam Range Operator (cont.)</u>	<u>Educational Objectives</u>	<u>Curriculum</u>	<u>Assessment</u>	<u>Crit. Outcome</u>	<u>Duty Rating</u>	<u>Task #</u>	<u>Fre- quency</u>	<u>Skill Value</u>
Job Duties								
Assist fellow employees product quality product with minimum downtime, including, but not limited to correcting wrap-ups and break outs.	Read and comprehend JSA. Follow sequential, procedural directions.	Reading Materials MSDS Program Math Materials	Quiz Locator/Quiz	IEP	IEP			
Doff, wrap and tag rolls.	Select appropriate tag.							
Pull color shop patches, lab patched, and other samples as required.	Interpret information accurately and conscientiously.	Reading Materials	Quiz	IEP				
Other responsibilities as assigned by the supervisor, including but not limited to repairing gears, hoppers, mops, color probes, blow guns, running reruns at Ager winder, emptying trash, washing barrels, etc.	Follow sequential, procedural directions. Sequencing.	Math Materials Reading Materials Math Materials	Locator/Quiz Quiz Locator/Quiz	IEP IEP IEP				
Wear specific personal protective equipment during specified activities as stated in the job safety analysis.								
Be aware and abide by plant safety and job safety procedures and report any unsafe conditions or acts immediately to supervisor.								

Job Title: INSPECTOR - STEAM RANGE (07-5352)

Job Purpose: Maintain scrap and cloth going into spray. Sew rolls of cloth together. Unwrap rolls and keep cloth straight going in machine. Remove defects that will cause quality problems or breakouts. Report excessive defects immediately to supervisor.

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task	Frequency	Skill Value
Unwrap rolls that are to be processed on machine. Store plastic and tubes correctly.	Read and comprehend JSA.	Reading Materials MSDS Program	Quiz	IEP				
Inspect cloth at spray. Remove defects that will cause quality problems or breakouts. Report excessive defects to supervisor immediately.	Compare and contrast with standard. Communicate orally with supervisor.	Communication Materials	Survey	Communication Materials	Survey			
Record lot number, roll number and cloth width on forms at spray. Record width on ticket take to the delivery operator. Notify supervisor immediately of any missing rolls.	Transfer information appropriately on forms. Communicate orally with supervisor.	Forms	Survey	Communication Materials	Survey			
Creels leader as needed in advance for pattern changes.	Follow procedural sequential directions. Sequencing.	Math Materials	Locator/Quiz	IEP				
Notify machine operator of lot changes.	Communicate orally with operator.	Communication Materials	Survey	Communication Materials	Survey			
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Inspector - Steam Range (cont.)	Job Duties	Educational Objectives	Curriculum	Assessment	Crit. IEP	Duty Rating	Task #	Frequency	Skills Value
Maintain cloth in the guiders. Follow cloth onto Ager at width changes or seams to ensure that bad print from creases are minimized.	Read and understand JSA.	Reading Materials MSDS Program							
Observes cloth processed through machine to detect and correct flaws such as holes, and torn salvages, drip spots, grease spots, folded salvages or bad seams.	Read and understand JSA. Communicate orally with supervisor. Compare and contrast with standard. Follow sequential, procedural directions.	Reading Materials MSDS Program Communication Materials	Quiz	IEP					
Inspect leader cloth for fitness for use before feeding into machine.	Compare and contrast with standard.	Communication Materials	Survey						
In the event of a wrap up, tear out, screen/color change or any other time the machine is down, assist operators until machine is running again.	Communicate orally with operator and supervisor.	Communication Materials	Survey						
Carry cloth tube and ticket to the exit end of machine.	Sequencing according to priority.	Reading Materials Math Materials	Quiz IEP						
Maintain housekeeping standards as required.	Locator/Quiz								

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Job Title:	CHEMICAL MIXER (07-5353)	Job Purpose:	To obtain chemical supplies, from storage are, necessary to make chemical mixes. Make all chemical mixes to be used on the machine. Assist fellow employees as needed to produce a quality product with minimum downtime.	Educational Objectives	Curriculum	Assessment	Outcome	Crit.	Duty Rating	Task #	Fre- quency	Skill Value
Job Duties	Obtain chemicals for chemical mixes for the Vat Ager.	Read and interpret JSA and MSDS sheets.	Reading Materials	IEP	MSDS Program	Quiz	IEP					
	Communicate with supervisor, supply room & range operators.	Communication Materials	Survey									
Make all chemical mixes for Vat Ager per SOP's.	Read and interpret SOP. Have technical and specialized chemical vocabulary. Keyboarding.	Reading Materials	Quiz	IEP	Vocabulary Program	Quiz	IEP					
		Reading Materials	25 Word Test	IEP	Mac Tour		IEP					
Maintain housekeeping standards as required, including but not limited to tanks, mixing area, and washing and removing empty barrels.	Read and interpret JSA and MSDS sheets. Communicate with supervisor, supply room & range operators.	Reading Materials	Quiz	IEP	MSDS Program	Survey	IEP					
Notify operator or supervisor if maintenance work orders are needed.	Communicate with supervisor and operator. Compare and contrast with standard.	Communication Materials	Survey		Communication Materials	Survey						

Chemical Mixer (cont.)**Job Duties**

Other responsibilities as assigned by supervisor, including but not limited to repairing gears, holders, mops, color probes, blow guns, running reruns on Ager winder, emptying trash, washing barrels,etc.

Function as an assistant operator and be prepared to fill in for operator during break, etc.

Assist fellow employees produce a quality product with minimum downtime, including but not limited to correcting wrap-ups and break outs.

Wear specific personal protective equipment during specified activities as stated in the Job Safety Analysis.

Be aware of and abide by plant safety and job safety procedures and report on any unsafe conditions or acts immediately to supervisors.

Educational Objectives

Communicate with supervisor. Read and interpret JSA.

Follow sequential procedure.

As stated in the Job Safety Analysis.

Communicate with operator.

Follow sequential procedure. Read and comprehend JSA.

As stated in the Job Safety Analysis.

Curriculum

Communication Materials

Reading Materials

MSDS Program

Math Materials

Communication Materials

Math Materials

Reading Materials

MSDS Program

Assessment

Survey

Quiz

Locator/Quiz

Survey

Survey

Locator/Quiz

Quiz

Outcome

IEP

IEP

IEP

IEP

IEP

IEP

IEP

Crit. Rating

IEP

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IEP

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Duty Task #

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Frequency

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Skills

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